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# OFFICE OF BOARD OF TRUSTEES

50 PHELAN AVENUE BOX E200 • SAN FRANCISCO, CA 94112 • 415 239.3303 • FAX 415 239.3918

## NOTICE

DOCUMENTS DEPT.

### REGULAR MEETINGS

APR 23 2001

### OF THE

SAN FRANCISCO  
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### BOARD OF TRUSTEES

### SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

**LOCATION:** GOUGH STREET CAMPUS  
CONFERENCE ROOM  
33 GOUGH STREET, SAN FRANCISCO

**DATE:** THURSDAY, APRIL 26, 2001

**TIME:** 5:00 PM

This meeting is normally devoted to Closed Session Topics.

**LOCATION:** GOUGH STREET CAMPUS  
GOUGH STREET AUDITORIUM  
33 GOUGH STREET, SAN FRANCISCO

**DATE:** THURSDAY, APRIL 26, 2001

**TIME:** 6:00 PM

This meeting is normally devoted to Open Session Topics.

SPECIFIC TIMES SUBJECT TO CHANGE.  
Call 241-2234 for information.

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5

The San Francisco Community College District does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Persons who wish to request disability-related accommodations including sign-language interpreters should contact Linda R. Jackson, District ADA Coordinator, Office of Affirmative Action, 31 Gough Street, Room 16, San Francisco, CA, 94103, Phone: (415) 241-2281, Fax: (415) 241-2203. Please request accommodations no later than 12 working days prior to the date of the Board meeting in order to assure the best possible arrangements.

#### BOARD OF TRUSTEES

DR. NATALIE BERG, PRESIDENT • RODEL E. RODIS, VICE PRESIDENT • ROBERT E. BURTON  
DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE  
DR. PHILIP R. DAY, JR., CHANCELLOR

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## TO MEMBERS OF THE PUBLIC

The Agenda page and accompanying resolutions have been prepared well in advance of the regularly schedule meeting of the Board of Trustees of the San Francisco Community College District. Please note that Resolution are subject to amendment and replacement.

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5.

You should be aware of the following (Government Code § 54954.2):

1. Additional agenda items to be acted upon by the Board may be posted at 33 Gough street and in the lobby of Conlan Hall at the Phelan Campus at least 72 hours in advance of the regularly scheduled Board Meeting. Resolutions may also be available at the time of posting, but if not, such resolutions will be available at the Board Meeting.
2. Additional agenda items and resolutions, although not posted as in paragraph 1 above, may still be acted upon by the board at the regular meeting:
  - a) Upon a determination by a majority vote of the Board that an emergency situation exists, as defined in Government Code § 54956.5. Emergency is defined as work stoppage or other activity which severely impairs public health, safety, or both as determined by a majority of the members of the Board, OR crippling disaster which severely impairs public health, safety or both, as determined by a majority vote of the members of the Board, OR
  - b) Upon a determination by a two-thirds vote of the members of the Board present at the meeting or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the agenda being posted 72 hours in advance of the Board Meeting, OR
  - c) The Item was posted 72 hours in advance of a prior meeting of the Board occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.





### **For Members of the Public:**

To facilitate the conduct of business at Board meetings, the following information has been taken from the District's Policy Manual concerning the conduct of Board Meetings.

### **From PM 1.05 A:**

The order of business may be revised at any meeting when, in the discretion of the President, such revision will benefit the public and/or order of the meeting.

### **From PM 1.05 L:**

L. Granting the Privilege of the Floor. A person desiring to speak shall be recognized by the Chair only after complying with the following procedures:

For matters appearing on the agenda, an individual desiring to address the Board must complete a "Request to Address Board" card, completing the information thereon including the subject to be addressed. If there is to be a written report presented, a copy(ies) shall be submitted in advance to the Chancellor.

Any person desiring to address the Board on non-agenda items must also complete the "Request to Address Board" card and will be recognized at the end of the agenda. Only items directly related to District business may be presented.

Cards for these purposes are available in the Office of the Chancellor and also at the Board meeting. Completed cards should be presented to the Board President prior to the beginning of the meeting. As a matter of courtesy, the Board encourages people to notify the Chancellor's Office in advance of the Board meeting of their intention to address the Board. Prior to calling for a vote on an item before the Board, the Presiding Officer shall determine if speaker cards have been submitted for that item. Persons who have submitted cards prior to the consideration of the item shall be called upon by the Presiding Officer. Persons who address the Board may address only the agenda item being considered and shall have up to three minutes for comments. Should another person who has submitted a request to speak card in advance of consideration of the item wish to forego speaking on that item, he or she may grant his or her speaking time to another speaker who has also submitted a request to speak card, but in no event shall any speaker have more than two allotments (totaling up to six minutes) of speaker time on any item. However, in order to facilitate the completion of District business, the Presiding Officer may also limit the total length of time allotted to the speakers on a given topic or agenda item which may reduce the individual speaker's time on that topic or item. Speaking too long, being unduly repetitious, or discussing irrelevancies disrupt the meeting, and may result in the forfeiture of speaking opportunities during that meeting.

No oral presentation shall include charges or complaints against any employee of the Board, or otherwise present information, which does not relate directly to the topic at hand or which disrupts or impedes the meeting. All formal charges or complaints against employee, for which a specific grievance or complaint process is not otherwise available, shall be in writing and signed by the person making the charge and shall be filed with the Chancellor who shall, after investigation, take or recommend appropriate action. There shall be no oral presentation or discussion of confidential formal charges or complaints in open public meetings of the Board on Non-agenda items or unless otherwise required by law.

The President of the Board reserves the right of determining the order of the speakers and changing the order of the agenda if it will be of benefit to the public and/or the order of the meeting.

Undue interruptions or other interference's with the orderly conduct of Board business cannot be allowed. Defamatory or abusive personal remarks which disturb or impede the meeting or exceed the bounds of civility necessary to the conduct of District business are always out of order. However, the Board shall not prohibit public criticism of the policies, procedures, programs, or services of the District, or of the acts or omissions of the Board.

The President may terminate the speaker's privilege of address if after being called to order, he or she persists in improper conduct or remarks, or if the speaker fails to speak on the subject matter for which the privilege of the floor was granted.

No oral presentation shall include charges or complaints against any employee of the Board, or otherwise present information, which does not relate directly to the topic at hand or which disrupts or impedes the meeting. All formal charges or complaints against an employee, for which a specific grievance or complaint process is not otherwise available, shall be in writing and signed by the person making the charge and shall be filed with the Chancellor who shall, after investigation, take or recommend appropriate action. There shall be no oral presentation or discussion of confidential formal charges or complaints in open public meetings of the Board on non-agenda items or unless otherwise required by law.

Comments or presentations made by members of the public to the Board do not necessarily reflect the opinion of the Board or of its individual members, nor does the Board necessarily endorse or sanction such comments or presentations. Persons who address the Board on matters of their choosing are solely responsible for the content of such comments or presentations.

**Regular Meeting of the  
Board of Trustees of the  
San Francisco Community College District**

**City College of San Francisco  
GOUGH STREET  
AUDITORIUM**

**33 Gough Street  
San Francisco**

**Thursday, April 26, 2001**

**Open Session - 6:00 p.m.**

- I. Roll Call
- II. Pledge of Allegiance
- III. Approval of Minutes  
Regular Meeting Minutes – March 29, 2001
- IV. Adoption of Resolutions Agenda
- V. Approval of Consent Agenda Items as Listed:
- VI. Special Presentations
- VII. Monthly Financial Report – James Kendrix
- VIII. Action on Other Resolutions Agenda Items
- IX. Report from Constituent Groups
  - Academic Senate      - Ophelia Clark, President
  - Associated Students      - Alma Soto, President
  - Classified Senate      - Alice Munoz-Shvarts, President
- X. Board of Trustees' Report





- XI. Chancellor and Staff Reports
- XII. Closed Session Announcements - Legal Counsel Ronald Lee
- XIII. Requests to Speak
- XIV. Adjournment

## **FINANCE**

### **GENERAL FUND**

- B1 - Resolution of the Board of Trustees of the San Francisco Community College District ordering an election to authorize up to \$285,000,000 of general obligation bonds, and establishing specifications of the election order
- B2 - Authorization to join natural gas purchasing consortium created by the Community College League of California and Sempra Energy Solutions
- B3 - Authorization to Issue Tax Revenue Anticipation Notes

### **CAPITAL OUTLAY**

- B4 - Authorization hereby be given to contract with RGA Environmental, Inc., Industrial Hygienist consultant, to provide hazardous materials management services for the Project: New Mission Campus Preliminary Plans at a cost of not to exceed \$22,335 to be completed on or before June 30, 2002
- B5 - Authorization be hereby given to contract with the lowest responsible bidder A. Ruiz Construction Co. & Assoc. Inc., a certified Minority Business Enterprise and Local Business Enterprise contractor, for the project: Early Childhood Mentoring Facility, to be completed on or before June 30, 2001, at a cost of not to exceed \$118,750,
- B6 - Authorization be given to contract with Mock/Wallace – Barcelon +Jang Associated Architects to provide Architectural and Engineering services, for the Project: Evans Campus Building Seismic Upgrade Investigation and Analysis at a cost of not to exceed \$81,000, to be completed on or before August 31, 2002.
- B7 - Authorization be given to Contract with Inspection Consultants, Inc., to provide materials testing and special inspection services for the Project: Evans Campus Building Seismic Upgrade Investigation



and Analysis, at a cost not to exceed \$15,000. This contract will be completed prior to August 31, 2002

- B8 - Authorization be hereby given that the Board hereby adopts this summation of the District's proposed Five-Year Construction Plan for submission to the State Chancellor's Office for review and approval. That authorization be given to submit
- B9 - Authorization for SIX ( 6 ) Contract Modification(s) totaling \$42,925 for Special Services Contract(s) and Construction Contract(s);
- B10 - Authorization be hereby given to contract with the lowest responsible bidder Baca & Sons Painting, a certified Minority Business Enterprise contractor, for the project: North Gym Dance Studio Painting, to be completed on or before June 30, 2001, at a cost of not to exceed \$24,500
- B11 - Authorization be hereby given to contract with the lowest responsible bidder Adolf Schmidt General Contractors for the project: Science Hall Telecom Closet Ventilation/AC and Abatement, to be completed on or before June 30, 2001, at a cost of not to exceed \$49,866
- B12 - Authorization be hereby given to contract with the lowest responsible bidder NEMA Construction for the project: Science Hall Transfer Center Room S-120 Renovation, to be completed on or before June 30, 2001, at a cost of not to exceed \$29,340
- B13 - Authorization be given to declare the new central shops building located in Ocean Avenue campus and the warehouse located at 1960 Carroll Avenue in San Francisco as Non Academic Usage Facilities
- B14 - Authorization hereby be given to contract with Cervantes Design Associates/Kendall Young Associates to provide historic preservation architectural services for the Project: New Mission Campus Theater Preservation Scheme at a cost of \$76,680 to be completed on or before June 30, 2001
- B15 - Authorization to contract with Pacific Communications, as specified above, from April 26, 2001, to December 31, 2001 at a cost not to exceed \$32,686.74

#### **GRANTS/CONTRACTS**

- B16 - Authorization be given to appropriate or encumber all funds receivable for the Transfer and Articulation Allocation for the period





of July 1, 2000 to June 30, 2002 for a total not to exceed \$39,065.00

- B17 - Authorization to amend four (4) contract modification(s) totaling \$124,432.
- B18 - Authorization be hereby given to extend the contract with Pinnacle Systems to provide pay-for-use copier service to the District beginning July 1, 2001 through June 30, 2004, with the possibility of two single year extensions upon mutual agreement
- B19 - Authorization be given to submit an application and appropriate all funds receivable upon approval from the Quality Child Care Initiative for the period of July 1, 2001, to June 30, 2002, in the amount not to exceed \$100,000

#### **Equipment, Supplies & Services**

- C1 - Procurement of equipment, supplies, services, etc., less than \$3,000 \* c
- C2 - Procurement of equipment, supplies, services, etc., \$3,000 or more \* c
- C3 - Acceptance of Gifts \* c

#### **Human Resources**

- F1 - Appointment Non-educational Administrator
- G1-7 - Academic Employees, Credit Program, District Funded \* c
- H1-2 - Academic Employees, Credit Program, Categorically Funded \* c
- L1 - Amending employment contract for the purpose of (a) purchasing tax sheltered annuities, (b) contributing to tax sheltered custodial accounts, for those employees requesting such purchases or contributions, and (c) termination of the amendment to employment contract. \* c
- N1 - Academic Employees Community Services Classes \* c

#### **POLICY**

- P1 - Amending the SFCCD Policy Manual by Adding Section 7.24, Small Local Business Enterprises



## SETTLEMENT

- Q1 - Authorizing the Administration to enter Into a Settlement Agreement and Release of All Claims Between AFT Local 2121, Mark Miller, and the San Francisco Community College District \* c
- Q2 - Authorizing the Administration to enter Into a Settlement Agreement and Release of All Claims Between AFT Local 2121, Elaine Mannon, and the San Francisco Community College District \* c
- Q3 - Authorizing the Administration to enter Into a Settlement Agreement and Release of All Claims Between AFT Local 2121, on its own behalf and on behalf of a specified group of bargaining unit members ("Group Grievants"), and the San Francisco Community College District \* c

## SPECIAL

- S1 - Adoption of Findings of Fact and Conclusions of the Hearing Officer and the Recommendation of the Chancellor for the Expulsion of Student Case No. 000100003 \* c

## Information only

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5.

**Next Board Meeting Date: May 31, 2001**  
**Phelan Campus**  
**Pierre Coste Dining Room**







# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 26, 2001

**B1**

**To:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: GENERAL FUND  
RESOLUTION OF THE BOARD OF TRUSTEES OF THE SAN  
FRANCISCO COMMUNITY COLLEGE DISTRICT ORDERING AN  
ELECTION TO AUTHORIZE UP TO \$285,000,000 OF GENERAL  
OBLIGATION BONDS, AND ESTABLISHING SPECIFICATIONS OF  
THE ELECTION ORDER  
(Resolution No. 010426-B1)**

WHEREAS, the Board of Trustees (the "Board") has determined that certain properties and facilities within the SAN FRANCISCO COMMUNITY COLLEGE DISTRICT (the "District"), City and County of San Francisco (the "County"), need to be constructed and improved and certain equipment purchased to enable the District to enhance the educational opportunities of the students in the District; and

WHEREAS, in the judgment of the Board, it is in the best interest of the District to provide the funding for such needs by means of various sources including general obligation bonds; and

WHEREAS, voters of the State of California enacted Proposition 39 on November 7, 2000 ("Proposition 39"), which amends Section 1(b) of Article XIII A of the California Constitution by adding a provision that exempts from the one percent of full cash value limitation, those *ad valorem* taxes used to pay for debt service of any school district or community college district bonded indebtedness for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities, upon approval by 55% of the votes cast by voters voting on the proposition; and

WHEREAS, it is hereby acknowledged that under Proposition 39 the District will project that the tax rate needed to pay debt service on any bonds that will be issued will not exceed \$25 per \$100,000 of assessed valuation of taxable property of the District; and

WHEREAS, the Board has conducted an evaluation of safety, class size reduction, and information technology needs of the District, and based on that

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04/29/01 - B1 page 1

BOARD OF TRUSTEES

DR. NATALIE BERG, PRESIDENT • RODEL E. RODRIGUEZ, VICE PRESIDENT • ROBERT E. BURTON

DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE

DR. PHILIP R. DAY, JR., CHANCELLOR

001

evaluation has determined that the needed improvements listed in Exhibit B hereto, and further described in the General Obligation Bond Project Report which is hereby incorporated by reference (the "Improvements"), will improve safety, reduce class size and improve access to information technology; and

WHEREAS, under Proposition 39, the District will be required to conduct an annual, independent performance audit to ensure that general obligation bond proceeds have been expended only on the Improvements and the District will be required to conduct an annual, independent financial audit of the proceeds from the sale of the bonds until all such proceeds have been expended; and

WHEREAS, under Proposition 39, the Board will be required to establish and appoint an independent citizens' oversight committee within 60 days of the date that the Board enters the election results on its minutes, pursuant to Section 15274 of the Education Code, to inform the public concerning the expenditure of bond revenues; and

WHEREAS, it is advisable to order the City and County of San Francisco Director of Elections to call an election on the question of whether bonds shall be issued and sold for purposes set forth below.

NOW THEREFORE, THE BOARD OF TRUSTEES OF THE SAN FRANCISCO COMMUNITY COLLEGE DISTRICT DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. That the Board, pursuant to Sections 15100 and 15266 of the Education Code, has determined in its best judgment that an election is advisable and on that basis hereby orders the City and County of San Francisco Director of Elections (the "Director of Elections") to call an election and submit to the voters of the District the question of whether bonds of the District in the aggregate principal amount not to exceed \$285 million (the "Bonds") shall be issued and sold for the purpose of raising money for the Improvements.

Section 2. That the date of the election shall be November 6, 2001.

Section 3. That the purpose of the election shall be for the voters in the District to vote on a proposition, substantially in the form attached hereto as Exhibit "B" and incorporated by reference herein, containing the question of whether the District shall issue the Bonds to pay for the Improvements to the extent permitted by such proposition; provided that such changes may be made as are requested or required by the Director of Elections and provided further that a ballot summary substantially in the form of Exhibit A attached hereto and incorporated by reference may be used as required.

Section 4. That the District will project that the tax rate needed to pay debt service on any Bonds that will be issued shall not exceed \$25 per \$100,000 of assessed valuation of taxable property of the District.

Section 5. That the Board certifies it has conducted an evaluation of safety, class size reduction, and information technology needs of the District, and based on that evaluation has determined that the Improvements should improve safety, reduce class size and improve access to information technology.

Section 6. That the Board certifies it will conduct an annual, independent performance audit to ensure that the funds approved by the voters have been expended only on the Improvements approved herein and by the voters and will conduct an annual, independent financial audit of the proceeds from the sale of the bonds until all of the bond proceeds have been expended for such authorized school facilities projects.

Section 7. That the Board certifies it will establish and appoint an independent citizens' oversight committee within 60 days of the date that the Board enters on its minutes the election results pursuant to Section 15274 of the Education Code, to inform the public concerning the expenditures of bond revenues.

Section 8. That any Bonds issued pursuant hereto shall have a maturity not exceeding twenty-five (25) years and bear interest at a rate not to exceed twelve percent (12%) per annum.

Section 9. That the authority for ordering the election is contained in Sections 15100 and 15266 of the Education Code.

Section 10. That the authority for the specifications of this election order is contained in Section 5322 of the Education Code.

Section 11. That this Resolution shall stand as the order to the Director of Elections to call an election within the boundaries of the District on November 6, 2001.

Section 12. That the Secretary of the Board is hereby directed to send a certified copy of this Resolution to the Director of Elections to be received no later than August 10, 2001.

Section 13. That the Director of Elections is hereby requested to prepare a Formal Notice of School Bond Election (the "Notice") containing the information specified in Section 15120 of the Education Code, in substantially the form attached hereto as Exhibit C.



Section 14. That pursuant to Sections 9316 and 9502 of the Elections Code, the Director of Elections is requested to publish the Notice once in a newspaper of general circulation published in the district so as to provide a reasonable time in which to prepare and print the arguments, and to permit the 10-calendar-day public examination. The Board requests that a copy of that published Notice be delivered to the District Secretary, pursuant to Section 12113 of the Elections Code.

Section 15. That pursuant to Sections 5302, 5303, 5320 and 5322 of the Education Code, the Director of Elections is hereby requested to take all steps to call and hold the election in accordance with law and these specifications.

Section 16. That the Board of Supervisors of the County is authorized to canvass the returns of the election pursuant to Section 10411 of the Elections Code.

Section 17. That pursuant to Section 5303 of the Education Code and Section 1002 of the Elections Code, the Board of Supervisors of the County is requested to permit the Director of Elections to render all services necessary, including those services specified in Sections 12112 and 12105 of the Elections Code relating to the election, such services to include the publication of a Formal Notice of School Bond Election (as described herein) and the mailing of the sample ballot and tax rate statement (described in Section 9401 of the Elections Code) pursuant to the terms of Section 12112 of the Elections Code.

Section 18. That the Board requests the governing body of any such other political subdivision, or any officer otherwise authorized by law, to partially or completely consolidate such election and to further provide that the canvass be made by any body or official authorized by law to canvass the returns of the election; and that the Board consents to such consolidation.

Section 19. That Brown & Wood LLP is hereby retained to provide bond counsel services to the District in connection with the election and with the issuance of the Bonds.

Section 20. That the members of the Board, the Chancellor, the Vice Chancellor for Finance and Administration and the other officers of the District are hereby authorized and directed, individually and collectively, to do any and all things and to execute, deliver, and perform any and all agreements and documents that they deem necessary or advisable in order to effectuate the purposes of this Resolution, including, without limitation, to prepare and submit for inclusion in the voter information pamphlet a tax rate statement and an argument in favor of passage of the ballot proposition. All actions heretofore taken by the officers and agents of the District that

are in conformity with the purposes and intent of this Resolution are hereby ratified, confirmed, and approved in all respects.



Originator: Peter Goldstein, Vice Chancellor for Finance and Administration

PASSED AND ADOPTED this 26th day of April, 2001 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

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President  
Board of Trustees  
San Francisco Community  
College District

## EXHIBIT A

### BALLOT LANGUAGE SUMMARY

November 6, 2001, "Measure \_\_\_\_\_", San Francisco Community College District

"Shall the San Francisco Community College District increase educational opportunities, raise student achievement, and improve conditions at each of its neighborhood campuses throughout San Francisco, by issuing at interest rates within legal limits, bonds in an amount not to exceed \$285,000,000 to pay for capital improvements (including two new campuses in the Chinatown/North Beach and Mission neighborhoods, seismic retrofitting at 1400 Evans, and completion of a district-wide computer network) as further described in the General Obligation Bond Project Report available from the Director of Elections and the District?"

Bonds - Yes

Bonds - No

## EXHIBIT B

### FULL TEXT OF BALLOT MEASURE

November 6, 2001, "Measure \_\_\_\_\_", San Francisco Community College District

"Shall the San Francisco Community College District increase educational opportunities, raise student achievement, and improve conditions at each of its neighborhood campuses throughout San Francisco, by issuing at interest rates within legal limits, bonds in an amount not to exceed \$285,000,000 to pay for two new campuses in the Chinatown/North Beach and Mission neighborhoods, seismic retrofitting at 1400 Evans, completion of a district-wide computer network, district-wide renovation of aging facilities, a joint use academic facility for child development and teacher training at the Main Campus, a Community Health and Wellness Center at the Main Campus, infrastructure for the Balboa Reservoir for College use, acquisition of a parcel adjacent to the Main Campus, and a Community Performing and Media Arts Center at the Main Campus, which projects the District certifies it has evaluated in terms of safety, class size reduction and information technology needs, as further described in the General Obligation Bond Project Report available from the Director of Elections and the District; provided the District appoint a citizens' oversight committee and conduct annual independent performance and financial audits to assure funds are spent only on the specified projects?"

Bonds - Yes

Bonds - No

## EXHIBIT C

### FORMAL NOTICE OF SCHOOL BOND ELECTION

NOTICE IS HEREBY GIVEN to the qualified voters of the San Francisco Community College District of the City and County of San Francisco, California, that in accordance with the provisions of the Education Code of the State of California, an election will be held on November 6, 2001 at which election the following proposition shall be submitted to the qualified voters of the District and voted upon:

November 6, 2001, "Measure \_\_\_\_\_", San Francisco Community College District

"Shall the San Francisco Community College District increase educational opportunities, raise student achievement, and improve conditions at each of its neighborhood campuses throughout San Francisco, by issuing at interest rates within legal limits, bonds in an amount not to exceed \$285,000,000 to pay for capital improvements (including two new campuses in the Chinatown/North Beach and Mission neighborhoods, seismic retrofitting at 1400 Evans, and completion of a district-wide computer network) as further described in the General Obligation Bond Project Report available from the Director of Elections and the District?"

Bonds - Yes

Bonds - No

All of the purposes enumerated in the foregoing proposition shall be united and voted upon as one single proposition. Said bonds proposed to be issued and sold shall bear interest at a rate not to exceed twelve percent (12%) per annum, payable at the time or times permitted by law, and the number of years the whole or any part of the bonds are to run shall not exceed twenty-five (25) years from the date of the bonds or the date of any series thereof.

**EXHIBIT D****SUMMARY OF PROPOSED BOND PROJECTS****COST**

A. Matching funds for New Mission	\$29,887,431
B. New Chinatown/North Beach Campuses	\$45,284,445
C. Acquisition of Evans Campus & Complete Seismic Retrofitting	\$9,252,656
D. Completion of Computer Network	\$16,043,145
E. Completion of Renovation of Aging Facilities - Phase II <ul style="list-style-type: none"><li>• \$7.5 M Student Development/Union Building</li><li>• \$5.5 M Remodel of Diego River Theatre/Arts Building</li><li>• \$2 M Downtown Campus</li><li>• Other District project priorities</li></ul>	\$42,733,302
F. Access for Disabled – Phase II	\$4,699,849
G. Joint Use Academic Facility for Child Development, and Teacher Training	\$20,000,000
H. Community Health & Wellness Center	\$45,000,000
I. Balboa Reservoir – Infrastructure for College Use	\$16,495,278
J. Acquisition of & Improvements to Parcel Adjacent to Phelan Campus	\$5,603,894
K. New Community Cultural, and Performing and Media Arts Center	\$50,000,000
<b>TOTAL</b>	<b>\$285,000,000</b>



**EXHIBIT E**

**ADDITIONAL DETAIL ON BOND PROJECTS**

(To be distributed prior to Board Meeting)





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**Date:** April 26, 2001  
**To:** Board of Trustees  
**From:** Dr. Philip R. Day, Jr., Chancellor

**B2**

**SUBJECT: Authorization to join natural gas purchasing consortium created by the Community College League of California and Sempra Energy Solutions  
(Resolution No. 010429-B2 )**

## BACKGROUND INFORMATION:

Community Colleges in California, including City College, have experienced dramatically higher costs for the purchase of natural gas during the current fiscal year. The increase in price of natural gas, the primary source of energy for heating College facilities, has been more than fourfold with little relief in sight. This increase in price has placed great pressure on the College's annual operating budget. In response to this problem, the Community College League of California is sponsoring a new consortium for the purchase of natural. The League has negotiated a standard agreement with Sempra Energy Solutions that will pool the purchasing power of the state's community colleges to bring a more favorable price to each individual member of the consortium. The agreement will take effect May 1, 2001 and last through March 31, 2003.

## RECOMMENDATION:

**RESOLVED:** That authorization be given to join the natural gas purchasing consortium sponsored by the Community College League of California and therefore enter into a contract with Sempra Energy Solutions for the purchase of natural gas from May 1, 2001 through March 31, 2003;

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the College to effectuate this resolution.

Peter Goldstein, Originator





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 26, 2001

**B3**

**TO :** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: Authorization to Issue Tax Revenue Anticipation Notes  
(Resolution No. 010426-B3)**

## RESOLUTION AUTHORIZING THE ISSUANCE OF A 2001 TAX AND REVENUE ANTICIPATION NOTE AND PARTICIPATION IN THE COMMUNITY COLLEGE LEAGUE OF CALIFORNIA CASH FLOW FINANCING PROGRAM

WHEREAS, pursuant to Sections 53850 et esq. of the Government Code of the State of California (the "Act") contained in Article 7.6 thereof, entitled "Temporary Borrowing," on or after the first day of any fiscal year (being July 1), the San Francisco Community College District (the "District") may, pursuant to a resolution of its Board of Trustees (the "Board"), borrow money by issuing notes for any purpose for which the District is authorized to expend moneys, including but not limited to current expenses, capital expenditures, and the discharge of any obligation or indebtedness of the District;

WHEREAS, the Board hereby determines that an amount (the "Principal Amount") not to exceed \$ 15,000,000 (the "Maximum Principal Amount"), which Principal Amount is to be confirmed and set forth in the Pricing Confirmation (as defined in Section 4 hereof), is needed for the requirements of the District to satisfy obligations of the District, and that it is necessary that the Principal Amount be borrowed for such purpose by the issuance of a temporary note therefor in anticipation of the receipt of taxes, revenue and other moneys to be received by the District during or attributable to fiscal year 2001-2002;

WHEREAS, it appears, and the Board hereby finds and determines, that the Principal Amount, when added to the interest payable thereon, does not exceed eighty-five percent (85%) of the estimated amount of the uncollected taxes, income, revenue, cash receipts and other moneys of the District attributable to fiscal year 2000-2001, and available for the payment of said note and the interest thereon;

WHEREAS, pursuant to Section 53856 of the Code, certain revenues that will be received by the District during and attributable to fiscal ) year 2001-2002 can be pledged for the payment of said note and the interest thereon (as hereinafter provided);

WHEREAS, the Board has determined that it is in the best interests of the District to participate in the Community College League of California Cash Flow Financing Program (the "Program"), whereby participating community college districts (collectively, the "Participating Districts") will simultaneously issue tax and revenue anticipation notes;



WHEREAS, the tax and revenue anticipation note authorized hereby (the "Note") will be sold to the Community College League Financing Authority (the "Authority") pursuant to a note purchase agreement, dated as of the date of the Pricing Confirmation, by and between the Authority and the District (the "Note Purchase Agreement"); and

WHEREAS, as part of the Program, the Authority will issue one or more series (each a "Series") of 2001 Tax and Revenue Anticipation Bonds (the "Bonds") pursuant to an Indenture (the "Indenture") between the Authority and Norwest Bank Minnesota, N.A. (the "Trustee"), which Bonds will be secured by the tax and revenue anticipation notes of the Participating Districts, each Series to be distinguished by the type of credit enhancement, if any, that secures such Series, the principal amounts of the notes securing such Series the date of maturity of such Series, or by such other factors as may be determined by the Authority pursuant to the advice of Sutro & Co. Incorporated, as financial advisor for the Program (the "Financial Advisor");

NOW, THEREFORE, the Board of the District hereby resolves as follows:

Section 1. Recitals. All of the above recitals are true and correct and the District so finds, determines, and represents.

Section 2. Authorization of Issuance of Note: Terms. The District hereby determines to borrow, solely for the purpose of anticipating taxes, income, revenue, cash receipts and other moneys to be received by the District during or attributable to fiscal year 2001-2002, an aggregate principal amount not to exceed the Maximum Principal Amount by the issuance, by the District, of a temporary note under Sections 53850 et seq. of the Code designated as the District's "2002 Tax and Revenue Anticipation Note." The Note shall be dated the date of delivery thereof; shall mature (without option of prior redemption) not more than 15 months from said date of delivery on a date indicated on the face of the Note and set forth in the Pricing Confirmation (as defined below), or if such date is not a day on which banks in New York or California are open for business, on the first business day prior to such date; and shall bear interest, payable on the dates set forth in the Note and computed on a 30-day month/360-day year basis, at the rate indicated on the face of the Note and set forth in the Pricing Confirmation (the "Note Rate"), but not in excess of twelve percent (12.0%) per annum. If the Note is not fully paid at maturity, then the unpaid portion thereof shall continue to bear interest thereafter at the Default Rate to be set forth in the Pricing Confirmation. Both the principal of and interest on the Note shall be payable only upon surrender thereof, in lawful money of the United States of America, at the corporate trust office of the Trustee, Which Trustee is hereby designated to be the Paying Agent for the Note (the "Paying Agent").

Section 3. Form of Note. The Note shall be issued in registered form without coupons and shall be substantially in the form and substance set forth in Exhibit A attached hereto and by reference incorporated herein, the blanks in said form to be filled in with appropriate word and figures.

Section 4. Sale of the Note. The Note shall be sold to the Authority, pursuant to the Note Purchase Agreement. The form of the Note Purchase Agreement, including, the form of

the pricing confirmation supplement (the "Pricing Confirmation") set forth as Exhibit B thereto, presented to this meeting is hereby approved. The Chancellor, the Vice Chancellor, the Controller, the Chief of Business Officer or any other person designated by the Chancellor of the District (the "Authorized Representatives") are each hereby authorized and directed to execute (which execution shall be accomplished by execution of the Pricing Confirmation) and deliver the Note Purchase Agreement (including the Pricing Confirmation) in substantially said form, with such changes thereto as such Authorized Representative shall approve, such approval to be conclusively evidenced by his or her execution and delivery thereof, provided, however that the interest rate on the Note shall not exceed twelve percent (12%) per annum, the discount on the Note, when added to the District's share of the costs of issuance of the Bonds, shall not exceed one and one-half percent (1.5%), and the Principal Amount shall not exceed the Maximum Principal Amount.

Section 5. Program Approval. The District's participation in the Program is approved; provided, however, that the District's decision to participate in the Program shall not be binding on the District until the execution and delivery of the Pricing Confirmation.

The District acknowledges that the Authority will execute and deliver the Indenture, (currently on file with the District), to the Trustee in substantially said form, with such changes thereto as an Authorized Representative shall approve, such approval to be conclusively evidenced by execution and delivery of the Pricing Confirmation. The District authorizes and requests the Authority to issue Bonds pursuant to and as provided in the Indenture as finally executed.

The District acknowledges that the Authority, acting upon the advice of the Financial Advisor, may seek such credit enhancement for the note and for the Series of Bonds related thereto as it deems necessary or desirable. The District agrees to be bound by the terms of such credit enhancement, if any, and the agreements related thereto. The District's approval of such credit enhancement, if any, and the agreements related thereto shall be conclusively evidenced by execution and delivery of the Pricing Confirmation. Each Authorized Representative is authorized to execute and deliver, on behalf of the District, all agreements related to credit enhancement for the Note and for the Series of Bonds related thereto that such Authorized Representative shall approve, such approval to be conclusively evidenced by execution and delivery of such agreements.

The Authorized Representatives of the District are hereby, authorized and directed to provide the Financial Advisor with such information relating to the District as the Financial Advisor shall reasonably request for inclusion in the Preliminary Official Statement and Official Statement related to the Bonds. Upon inclusion of the information relating to the District therein, the Preliminary Official Statement is, except for certain omissions permitted by Rule 15c2-12 of the Securities Exchange Act of 1934, as amended (the "Rule"), hereby deemed final within the meaning of the Rule with respect to the District. If, at any time prior to the execution of the Pricing Confirmation, any event occurs as a result of which the information contained in the Preliminary Official Statement related to the District might include an untrue statement of a material fact or, omit to state any material fact necessary to make the



statements therein, in light of the circumstances under which they were made, not misleading; the District shall promptly notify the Financial Advisor.

The District agrees to pay or cause to be paid, in addition to the amounts payable under the Note, its share of any fees or expenses of the Trustee in connection with its participation in the Program, as determined in accordance with the Indenture. Such additional fees and expenses will be paid by the District within twenty-five (25) days of receipt by the District of a bill therefor from the Trustee.

Section 6. Transfer; Exchange. The Note shall initially be registered in the name of the Authority. Thereafter, the Note may not be transferred or exchanged except for a transfer to a provider of credit enhancement for the Note or for the Series of Bonds related thereto as provided by the terms of such credit enhancement and any agreement related thereto.

Section 7. Deposit of Note Proceeds; No Arbitrage. A portion of the proceeds from the sale of the Note, in an amount equal to the District's share of the costs of issuance (including, any fees and expenses incurred in connection with credit enhancement) of the Note and of the Series of Bonds related to the Note, shall be deposited in the Costs of Issuance Fund established under the Indenture and expended as directed by the Authority on costs of issuance as provided in the Indenture. The remainder of the proceeds from the sale of the Note shall be deposited in the Proceeds Fund established under the Indenture and, until transferred pursuant to a requisition of the District, be invested in Permitted Investments (as defined in and under the terms of the Indenture) as directed by the Authority. While they are on deposit in the Proceeds Fund, proceeds from the sale of the Note shall constitute additional security for repayment of the Note. Upon requisition submitted to the Trustee in accordance with the Indenture, the Note proceeds deposited in the Proceeds Fund shall be transferred to or on behalf of the District for any purpose for which the District is authorized to use and expend moneys. The District hereby covenants that it will make no use of the proceeds of the Note that would cause the Note to be an "arbitrage bond" under Section 149 of the Code; and, to that end, so long, as the Note is outstanding, the District, and all of its officers having custody or control of such proceeds, shall comply with all requirements of said section, including restrictions on the use and investment of proceeds of the Note and the rebate of a portion of investment earnings on certain amounts, including proceeds of the Note, if required, to the Federal government, and of the Income Tax Regulations of the United States Treasury), promulgated thereunder or under any predecessor provisions to the extent that such regulations are, at the time, applicable and in effect, so that the Note will not be an "arbitrage bond."

Section 8. Payment of Note.

(A) Source of Payment. The principal amount of the Note, together with the interest thereon, shall be payable from taxes, income, revenue, cash receipts and other moneys which are received by the District during fiscal year 2001-2002 and which are available therefor. The Note shall be a general obligation of the District, and to the extent the Note is not paid from the Pledged Revenues defined below, the Note shall be paid with interest thereon from any other moneys of the District lawfully available therefor, as provided herein and by law.

(B) Pledged Revenues. As security for the payment of the principal of and interest on the Note, the District hereby pledges certain unrestricted revenues (as further described in the following paragraph, the "Pledged Revenues") which are received by the District in the months specified in the Pricing Confirmation as Pledge Months (each a "Pledge Month" and collectively the "Pledge Months"). The term "unrestricted revenues" shall mean taxes, income, revenue, cash receipts, and other money of the District as provided in Section 53856 of the Act, which are intended as receipts for the general fund of the District and which are generally available, for the payment of current expenses and other obligations of the District.

With respect to each Pledge Month, the amount of unrestricted revenues which shall constitute Pledged Revenues will be equal to a percentage of the Principal Amount plus a percentage of the interest due on the Note on the applicable interest payment dates, including maturity, such percentages, and dates to be specified in the Pricing Confirmation. Any one of the Authorized Representatives of the District is hereby authorized to approve the determination of the Pledge Months and the amount of Pledged Revenues with respect to each Pledge Month by executing and delivering the Pricing Confirmation, such execution and delivery to be conclusive evidence of approval by this Board and such Authorized Representative.

The principal of the Note and the interest thereon shall be a first lien and charge against and shall be payable from the first moneys received by the District from such Pledged Revenues, as provided by law.

In the event that there are insufficient unrestricted revenues received by the District to permit the deposit into the Repayment Account, as hereinafter defined, of the full amount of Pledged Revenues to be deposited from unrestricted revenues in any Pledge Month, then the amount of any deficiency shall be satisfied and made up from any other moneys of the District lawfully available for the repayment of the Note and the interest thereon.

(C) Deposit of Pledged Revenues in Repayment Account. Pledged Revenues shall be held by the District in a special account within the District's general fund designated as the District's " 2000 Tax and Revenue Anticipation Note Repayment Account" (the "Repayment Account") and applied as directed in this resolution. Any moneys placed in the Repayment Account shall be for the benefit of the holder of the Note, and until the Note and all interest thereon are paid or until provision has been made for the payment of the Note at maturity, with interest to maturity, the moneys in the Repayment Account shall be applied only for the purposes for which the Repayment Account is created. Upon the written request of the Trustee or any provider of credit enhancement for the Note or the Series of Bonds related thereto, the District shall, within ten ( 10) Business Days following its receipt of such request, provide written evidence that the deposits to the Repayment Account required by this resolution have been made. In addition, the District shall provide such additional financial information as may be required by any provider of credit enhancement for the Note or the Series of Bonds related thereto.

(D) Disbursement of Moneys in Repayment Account. The District shall, to the extent necessary to pay the principal of and the interest on the Note, cause the moneys in the



Repayment Account to be transferred to the Trustee at least five (5) Business Days (as defined in the Indenture prior to the date that interest on the Note must be paid, as applicable, and prior to the maturity of the note. Moneys so transferred to the Trustees shall be deposited in the appropriate Bond Payment Fund established under the Indenture and applied to the payment of the principal of and interest on the Note when due and at maturity, as provided in the Indenture. In the event that moneys in the Repayment Account are insufficient to pay the principal of and interest on the Note when due and at maturity, such moneys shall be applied first to pay interest on the Note and second to pay principal of the Note. Any moneys remaining in or accruing, to the Repayment Account after the principal of and the interest on the Note have been paid, or provision for such payment has been made, shall be transferred to the general fund of the District, subject to any other disposition required by the Indenture.

Section 9. Execution and Delivery of Note. The Note shall be executed by the manual or facsimile signature of an Authorized Representative and countersigned by the manual or facsimile signature of the Secretary or the Clerk of the Board. The proper officers of the District are hereby requested to deliver the Note to the Authority.

Section 10. Covenants and Warranties.

(A) It is hereby covenanted and warranted by the District that all representations and recitals contained in this resolution are true and correct.

(B) The District shall not incur any indebtedness secured by a pledge of its unrestricted revenues unless such pledge is subordinate in all respects to the pledge of unrestricted revenues hereunder.

(C) So long as any Bonds issued in connection with the Note are outstanding, the District will not create or suffer to be created any pledge of or lien on the Note other than the pledge and lien of the Indenture.

(D) The District and its appropriate officials have duly taken, or will take, all proceedings necessary to be taken by them for the levy, collection and enforcement of the Pledged Revenues in accordance with the law and for carrying out the provisions of this resolution and the Note.

Section 11. Ratification and Approval of Past and Future Actions. All actions heretofore taken by the officers and agents of the District with respect to the Note, the Bonds, and the Program are hereby approved, confirmed and ratified, and the officers and agents of the District are hereby authorized and directed to do any and all things and take any and all actions which they, or any of them, may, deem necessary or advisable in order to consummate the lawful issuance and delivery of the Note and the District's participation in the Program in accordance with this resolution and resolutions hereafter adopted by the District. The Authorized Representatives are hereby designated as "Authorized District Representatives" under the Indenture.



## Section 12. Events of Default and Remedies.

If any of the following events occur, it is hereby defined as and declared to be and to constitute an "Event of Default":

(A) Failure by the District to make or cause to be made the transfers and deposits to the Repayment Account or any other payment required to be paid hereunder on or before the date on which such transfer, deposit or other payment is due and payable;

(B) Failure by the District to observe and perform any covenant, condition or agreement on its part to be observed or performed under this resolution, for a period of fifteen (15) days after written notice, specifying, such failure and requesting that it be remedied, is given to the District by the Paying Agent, unless the Paying Agent shall agree in writing to an extension of such time prior to its expiration;

(C) Any warranty, representation or other statement by or on behalf of the District contained in this resolution or the Note Purchase Agreement (including the Pricing Confirmation) or in any requisition or any financial report delivered by the District or in any instrument furnished in compliance with or in reference to this resolution or the Note. Purchase Agreement or in connection with the Note, is false or misleading in any material respect;

(D) A petition is filed against the District under any bankruptcy, reorganization, arrangement, insolvency, readjustment of debt, dissolution or liquidation law of any jurisdiction, whether now or hereafter in effect, and is not dismissed within 30 days after such filing, but the Paying Agent shall have the right to intervene in the proceedings prior to the expiration of such 30 days to protect its interests and the interests of the registered owner of the Note;

(E) The District files a petition in voluntary bankruptcy or seeking relief under any provision of any bankruptcy, reorganization, arrangement, insolvency, readjustment of debt, dissolution or liquidation law of any jurisdiction, whether now or hereafter in effect, or consents to the filing of any petition against it under such law; or

(F) The District admits insolvency or bankruptcy or is generally not paying its debts as such debts become due, or becomes insolvent or bankrupt or makes an assignment for the benefit of creditors, or a custodian (including without limitation a receiver, liquidator or trustee) of the District or any of its property is appointed by court order or takes possession thereof and such order remains in effect or such possession continues for more than 30 days, but the Paying Agent shall have the right to intervene in the proceedings prior to the expiration of such 30 days to protect its interests and the interests of the registered owner of the Note.

Whenever any Event of Default referred to in this Section shall have happened and be continuing, the Paying Agent shall, in addition to any other remedies provided herein or by law

or under the Indenture, have the right, at its option without any further demand or notice, to the one or any combination of the following remedial steps:

(1) Without declaring the Note to be immediately due and payable, require the District to pay to the Paying Agent an amount equal to the principal of the Note and interest thereon to maturity, plus all other amounts due hereunder, and upon notice to the District the same shall become immediately due and payable by the District without further notice or demand; and

(2) Take whatever other action at law or in equity (except for acceleration of payment on the Note) which may appear necessary or desirable to collect the amounts then due and thereafter to become due hereunder or to enforce any other of its rights hereunder.

Section 13. Proceedings Constitute Contract. The provisions of the Note and of this resolution shall constitute a contract between the District and the registered owner of the Note, and such provisions shall be enforceable by mandamus or any other appropriate suit, action or proceeding at law or in equity in any court of competent jurisdiction, and shall be irrevocable.

Section 14. Request to Borrow: Transmittal of Resolution. The Note shall be issued in conjunction with the note or notes of one or more other community college districts, as described in Section 53 853(b) of the Act. Following its adoption by, the Board, signed copies of this resolution shall be transmitted by the Secretary of the Board to the treasurer of the county (the "County") in which the District is located, to the County's board of supervisors (the "County Board"), and to the County's superintendent of schools. Transmittal of this resolution to the County Board shall constitute a request by the Board for borrowing and for the issuance of the Note by the County Board. This resolution is based on the assumption that the County Board will fail to authorize, by resolution, the issuance of the Note within 45 calendar days of its receipt hereof or that the County Board will notify the District that it will not authorize the issuance of the Note within such 45-day period. If within such 45-day period the County Board authorizes, by resolution, issuance of the Note, then, notwithstanding this resolution, the Notes shall be issued in the name of the District by the County Board pursuant to such resolution of the County Board.

Section 15. Limited Liability. Notwithstanding anything, to the contrary contained herein or in the Note or in any other document mentioned herein or related to the Note or to any Series of Bonds to which the Note may be assigned, the District shall not have any liability hereunder or by reason hereof or in connection with the transactions contemplated hereby except to the extent payable from moneys available therefor as set forth in Section 8 hereof.

Section 16. Amendments. At any time or from time to time, the District may adopt one or more Supplemental Resolutions, without the necessity, for consent of the owner of the Note, for any one or more of the following purposes:

(A) to add to the covenants and agreements of the District in this Resolution, other covenants and agreements to be observed by the District which are not contrary to or inconsistent with this Resolution as theretofore in effect;



(B) to add to the limitations and restrictions in this Resolution, other limitations and restrictions to be observed by the District which are not contrary to or inconsistent with this Resolution as theretofore in effect,

(C) to confirm, as further assurance, any pledge under and the subjection to any, lien or pledge created or to be created by, this Resolution, of any monies, securities or funds, or to establish any additional funds or accounts to be held under this Resolution;

(D) to cure any ambiguity, supply any omission, or cure or correct any defect or, inconsistent provision in this Resolution; or

(E) to amend or supplement this Resolution in any other respect; provided, however, that any such Supplemental Resolution does not adversely affect the interests of the owner of the Note.

Any modification or amendment of this Resolution and of the rights and obligations of the District and of the owner of the Note may be made by a Supplemental Resolution, with the written consent of the owner of the Note; provided, however, that if such modification or amendment will, by its terms, not take effect so long as the Note remains outstanding, the consent of the owner of the Note shall not be required. No such modification or amendment shall change or modify any of the rights or obligations of the Paying Agent without its written assent thereto.

In addition to the amendments permitted by the above paragraphs, this Resolution, including the form of the Note, may be amended at any time prior to the execution and delivery of the Note pursuant to the Note Purchase Agreement or the Indenture, the provisions of which are incorporated herein by reference to the extent that they relate to the Note, the District, and the District's participation in the Program. Any amendment of this Resolution pursuant to this paragraph shall not require the execution and delivery of a Supplemental Resolution.

Section 17. Severability. In the event any provision of this Resolution shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

Section 18. Appointment of Bond Counsel. The law firm of Stradling Yocca Carlson & Rauth, a Professional Corporation, San Francisco, California is hereby appointed as Bond Counsel for the Note and for the Program. The District acknowledges that Bond Counsel regularly performs legal services for many private and public entities in connection with a wide variety of matters, and that Bond Counsel has represented, is representing or may, in the future represent other public entities, underwriters, trustees, rating agencies, insurers, credit enhancement providers, lenders, financial, and other consultants who may have a role or interest in the proposed financing or that may be involved with or adverse to the District in this or some other matter. Given the special, limited role of Bond Counsel described above the

District acknowledges that no conflict of interest exists or would exist, waives any conflict of interest that might appear to exist, and consents to any and all such relationships.

Section 19.    Effective Date. This Resolution shall take effect from and after its date of adoption.

PASSED AND ADOPTED by the District this \_\_\_\_\_ day of \_\_\_\_\_, 2001, by the following vote:

AYES:

NOES:

ABSENT:

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President, Board of Trustees

Attest:

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Secretary, Board of Trustees



EXHIBIT A

2001-2002 TAX AND REVENUE ANTICIPATION NOTE

Registered No. 1

\$\_\_\_\_\_

Registered owner:

Rate of Interest:	Maturity Date:	Note Date:	Interest Payment Date(s):	CUSIP:
____%	_____	_____	_____ _____	_____

REGISTERED OWNER:

PRINCIPAL AMOUNT:

FOR VALUE RECEIVED, the San Francisco Community College District (the "District") acknowledges itself indebted to and promises to pay the Registered Owner identified above, at the corporate trust office of U.S. Trust Company National Association, in Los Angeles, California, (the "Paying, Agent"), the Principal Amount specified above, in lawful money of the United States of America, on the Maturity Date specified above, together with interest thereon at the Rate of Interest per annum set forth above (computed on the basis of a 360-day year of twelve 30-day months) in like lawful money from the Note Date specified above until payment in full of said principal sum. Both the principal of and interest on this Note shall be payable as specified above; provided, however, no interest shall be payable for any period after maturity, during, which the holder hereof fails to properly present this Note for payment.

It is hereby certified, recited and declared that this Note has been made, executed and given pursuant to and by authority of a resolution of the Board of Trustees of the District duly passed and adopted under and by authority of Article 7.6 (commencing with Section 53850) of Chapter 4, Part 1, Division 2, Title 5, California Government Code, and that all acts, conditions and things required to exist, happen and be performed precedent to and in the issuance of this Note have existed, happened and been performed in regular and due time, form and manner as required by law, and that this Note, together with all other indebtedness and obligations of the District, does not exceed any limit prescribed by the Constitution or statutes of the State of California.

The principal amount of the Note, together with the interest thereon, shall be payable from taxes, income, revenue, cash receipts and other moneys that are received by the District during, fiscal year 2001-2002. As security for the payment of the principal of and interest on

the Note the District has pledged an amount equal to fifty percent (50%) of the principal amount of the Note plus fifty percent (50%) of the interest due on the Note from the unrestricted revenues received by the District in the month ending; and an amount equal to fifty percent (50%) of the principal amount of the Note plus fifty percent (50%) of the interest due on the Note at maturity from the unrestricted revenues received by the District in the month ending\_\_\_\_\_, (such pledged amounts being hereinafter called the "Pledged Revenues"); and the principal of the Note and the interest thereon shall constitute a first lien and charge thereon and shall be payable from the Pledged Revenues, and to the extent not so paid shall be paid from any other moneys of the District lawfully available therefor.

The District and the Paying Agent may deem and treat the registered owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof and interest due hereon and for all other purposes, and neither the District nor the Paying Agent shall be affected by any notice to the contrary.

IN WITNESS WHEREOF, the District has caused this Note to be signed by the manual or facsimile signature of its Authorized Representative and countersigned by, the manual or facsimile signature of the Secretary of its Board of Trustees, each as of the Note Date.

SAN FRANCISCO COMMUNITY

COLLEGE DISTRICT

By \_\_\_\_\_

Authorized Representative

Countersigned:

By \_\_\_\_\_  
Secretary, Board of Trustees

## EXHIBIT B

### NOTE PURCHASE AGREEMENT

**THIS NOTE PURCHASE AGREEMENT**, dated as of the purchase date (the "Purchase Date") specified in the Pricing Confirmation Supplement attached hereto as Exhibit A (the "Pricing Supplement"), is entered into by and between the California Community College Financing Authority (the "Authority") and the community college district (the "District") named in the Pricing Supplement.

#### WITNESSETH:

**WHEREAS**, community college districts are authorized by Article 7.6, Chapter 4, Part 1, Division 2, Title 5 of the Government Code of the State of California (the "Act") to borrow money by the issuance of temporary notes;

**WHEREAS**, the District's board of trustees (the "Board") has adopted a resolution (the "Resolution") determining to borrow, solely for the purpose of anticipating taxes, income, revenue, cash receipts and other moneys to be received by the District during or attributable to its fiscal year 2001-2002, an aggregate principal amount not to exceed the Maximum Principal Amount (as defined in the Resolution) by the issuance by the District of a temporary note designated as the District's 20001 Tax and Revenue Anticipation Note (the "Note");

**WHEREAS**, the District has determined that it is in the best interests of the District to participate in the Community College League of California Cash Flow Financing Program (the "Program"), whereby participating community college districts (the "Participating Districts") will simultaneously issue tax and revenue anticipation notes for purchase by the Authority;

**WHEREAS**, as part of the Program, the Authority "will issue its 1999 Tax and Revenue Anticipation Bonds (the "Bonds") pursuant to an Indenture (the "Indenture") between the Authority and Norwest Bank Minnesota, N.A. (the "Trustee"), Which Bonds will be secured by the 1999 tax and revenue anticipation notes of the Participating, Districts;

**WHEREAS**, in order to participate in the Program, the District has agreed to be responsible for its share of the fees and expenses of the Trustee and the costs of issuing the Bonds, which anticipated fees, expenses and costs of issuance will be deducted from the purchase price set forth in the Pricing Supplement and which unanticipated fees, expenses and costs of issuance will be billed to the District as the same may arise; and



**WHEREAS**, the costs of issuance which will be deducted from the purchase price set forth in the Pricing Supplement shall not exceed one and one-half percent (1.5%) of the principal amount of the Note;

**NOW, THEREFORE**, for good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

**Section 1. Purchase and Sale of the Note.** Upon the terms and conditions and in reliance upon the representations, warranties and agreements set forth herein, the Authority hereby agrees to purchase from the District, and the District hereby agrees to sell to the Authority, the Note, as described herein and in the Resolution.

**Section 2. Purchase Price.** The purchase price of the Note shall be the purchase price set forth in the Pricing Supplement. The Note shall bear interest at the interest rate per annum set forth in the Pricing Supplement, which is hereby agreed to by and between the Authority and the District by its duly authorized representative executing this Purchase Agreement on behalf of the District.

**Section 3. Adjustments to Principal Amount of Note and Purchase Price.** The Authority and the District hereby agree that the principal amount of the Note shall be reduced, as determined by the Authority and the District, based upon the advice of Stradling Yocca Carlson & Rauth, a Professional Corporation ("Bond Counsel"), in order that the proceeds produced from the sale of the Note will be an amount which will not be subject to either (i) yield restriction (in order for interest to be excluded from gross income under Section 103 of the Internal Revenue Code of 1986, as amended (the "Code")) or (ii) a rebate requirement (under Section 148 of the Code). The Authority and the District hereby further agree that the purchase price of the Note shall be reduced as a result of the reduction of the principal amount of the Note as may be agreed upon by the Authority and the District.

**Section 4. Delivery of and Payment for the Note.** The delivery of the Note (the "Closing") shall take place at 8:00 a.m., California time, on the closing, date set forth in the Pricing Supplement or at such other time or date as may be mutually agreeable to the Participating Districts, the Authority and the Original Purchaser, at the San Francisco office of Stradling Yocca Carlson & Rauth, a Professional Corporation or such other place as the Participating Districts, the Authority and the Original Purchaser shall mutually agree. At the Closing, the District shall cause the Note to be delivered to the Authority, duly executed and authenticated, together with the other documents hereinafter mentioned, and the proceeds of the purchase price Of the Note set forth in the Pricing, Supplement shall be deposited in an amount indicated in the Pricing, Supplement as the Deposit to Proceeds Fund which shall be held by the Trustee for the District in the amount attributable to the District under the Indenture and the remainder in the Costs of Issuance Fund held thereunder. The Note shall be made available to the Authority or the Original Purchaser for inspection at least 24 hours prior to the Closing.

If at any time prior to 90 days after the Closing Date. Any event occurs as a result of which information relating to the District included in the official statement of the Authority related to the Bonds (the "Official Statement") contains an untrue statement of a material fact or omits to state any material fact necessary to make the statements therein in light of the circumstances under which they were made not misleading, the District shall promptly notify the Authority and the Original Purchaser thereof, and if, in the opinion of the Authority or the Original Purchaser, such event requires the preparation and publication of a supplement or amendment to the Official Statement the District shall cooperate with the Authority and the Original Purchaser in the preparation of an amendment or supplement to the Official Statement in a form and in a manner approved by the Authority and the Original Purchaser, and all reasonable expenses incurred thereby shall be paid by the Original Purchaser.

**Section 5. The Note.** The Note shall be issued in registered form, without coupons, in the principal amount set forth in the Pricing Supplement.

**Section 6. Representations and Warranties of the District.** The District represents and warrants to the Authority and the Original Purchaser that:

- (a) All representations and warranties set forth in the Resolution are true and correct on the date hereof and are made for the benefit of the Authority and the Original Purchaser as if set forth herein.
- (b) A copy of the Resolution has been delivered to the Authority, and the Resolution will not be amended or repealed without the consent of the Authority, which consent will not be unreasonably withheld.

**Section 7. Conditions Precedent to the Closing.** Conditions precedent to the Closing are as follows:

- (a) The execution and delivery of the Note consistent with the Resolution.
- (b) Delivery of each certificate, document, instrument and opinion required by the Official Notice of Sale related to the Bonds.
- (c) Delivery of such other certificates, instruments or opinions as Bond Counsel may deem necessary or desirable to evidence the due authorization, execution and delivery of documents pertaining to this transaction, the legal, valid and binding nature thereof, and compliance of all parties with the terms and conditions thereof.
- (d) Delivery of a legal opinion addressed to the District (with a reliance letter to the Authority and the Credit Provider), dated the date of Closing, of counsel to the District with respect to the validity of the Note, in form and substance acceptable to the Authority.

**Section 8. Events Permitting the Authority to Terminate.** The Authority may terminate its obligation to purchase the Note at any time before the Closing, if any, of the following, occurs:



(a) Any legislative, executive or regulatory action (including the introduction of legislation) or any court decision which, in the judgment of the Authority, casts sufficient doubt on the legality of the Note or the tax-exempt status of interest on obligations such as the Bonds, so as to impair materially the marketability or to reduce materially the market price of such obligations;

(b) Any action by the Securities and Exchange Commission or a court which would require registration of the Note, the Bonds or any instrument securing the Note or Bonds under the Securities Act of 1933, as amended, in connection with the public offering thereof, or qualification of the Resolution or the Indenture under the Trust Indenture Act of 1939, as amended;

(c) Any restriction on trading in securities, or any banking moratorium, or the inception or escalation of any war or major military hostilities which, in the judgement of the Authority, substantially impairs the ability of the Original Purchaser to market the Bonds; or

(d) The Original Purchaser terminates its obligation to purchase the Bonds pursuant to the terms of the Contract of Purchase related to the Bonds.

Neither the Original Purchaser nor the Authority shall be responsible for the payment of any fees, costs or expenses of the issuance, offering and sale of the District's Note except the Original Purchaser shall be responsible for California Debt and Investment Advisory Commission fees and for its own internal costs. The fees, costs and expenses that are categorized in the "Costs of Issuance" definition in the Indenture shall be paid from the Costs of Issuance Fund. The District shall pay any additional costs attributable to it as set forth in the Indenture other than the fees, costs and expenses so payable from the Costs of Issuance Fund.

**Section 9. Limited Liability.** Notwithstanding anything to the contrary contained herein or in the Note or in any other document mentioned herein or related to the Note or to the Bonds, the District shall not have any liability hereunder or by reason hereof or in connection herewith or with the transactions contemplated hereby except to the extent payable from moneys available therefor as set forth in Section 8 of the Resolution.

**Section 10. No Assignment.** The Purchase Agreement has been made by the District and the Authority, and no person other than the District and the Authority or their successors or assigns shall acquire or have any right under or by virtue of the Purchase Agreement. All of the representations, warranties and agreements contained in the Purchase Agreement shall survive the delivery of and payment by the Authority for the Note and any termination of the Purchase Agreement.

**Section 11. Applicable Law.** The Purchase Agreement shall be interpreted, governed and enforced in accordance with the laws of the State of California.

**Section 12. Effectiveness.** The Purchase Agreement shall become effective upon the execution hereof by the Authority and execution of the Pricing Supplement by the District, and

the Purchase Agreement, including the Pricing Supplement, shall be valid, binding and enforceable from and after the time of such effectiveness.

**Section 13. Severability.** In the event any provision of the Purchase Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding, shall not invalidate or render unenforceable any other provision hereof.

**Section 14. Headings.** Any headings preceding, the text of several sections hereof shall be solely for convenience of reference and shall not constitute a part of this Agreement, nor shall they affect its meaning, construction or effect.

**Section 15. Execution in Counterparts.** This Purchase Agreement may be executed and entered into in several counterparts, each of which shall be deemed an original, and all of which shall constitute but one and the same instrument.

**IN WITNESS WHEREOF**, the parties hereto have caused this Purchase Agreement to be executed by their duly authorized representatives as of the Purchase Date. The District shall execute this Purchase Agreement by executing and delivering the Pricing Supplement.

CALIFORNIA COMMUNITY COLLEGE

FINANCING AUTHORITY

By: \_\_\_\_\_

Executive Director

Exhibit A

Pricing Confirmation Supplement

District: \_\_\_\_\_

Pricing Information

Principal Amount of Note: \$ \_\_\_\_\_

Interest Rate on Note: \_\_\_\_\_%

Re-Offering Yield: \_\_\_\_\_%

Net Interest Cost: \_\_\_\_\_%

Default Rate: \_\_\_\_\_%

Purchase Price: \$ \_\_\_\_\_

Less: Costs of Issuance: \_\_\_\_\_%

Deposit to Proceeds Account: \$ \_\_\_\_\_

Important Dates

Purchase Date: \_\_\_\_/\_\_\_\_/2001

Closing, Date: \_\_\_\_/\_\_\_\_/2001

Maturity Date: \_\_\_\_/\_\_\_\_/2001

Interest Payment Date(s):  
\_\_\_\_/\_\_\_\_/2002  
\_\_\_\_/\_\_\_\_/2002  
\_\_\_\_/\_\_\_\_/2002

Principal Repayment Date: \_\_\_\_/\_\_\_\_/2002

First Pledge Month:  
Pledge Amount: \$ \_\_\_\_\_  
Pledge Percentage: \_\_\_\_\_%

Second Pledge Month:  
Pledge Amount: \$ \_\_\_\_\_  
Pledge Percentage: \_\_\_\_\_%

The undersigned (the "Authorized Representative") certifies that he or she has reviewed the Note Purchase Agreement (the "Purchase Agreement") to which this Pricing Confirmation Supplement (the "Pricing Supplement") is attached as Exhibit A. By execution of this Pricing Supplement, the District acknowledges, agrees and directs, as the case may be, as follows:

1. Capitalized terms not otherwise defined herein shall have the meanings ascribed thereto in the Purchase Agreement or, if not defined in the Purchase Agreement, in the Indenture.
2. The undersigned has been duly authorized by the Board to execute this Pricing Supplement and to take the other actions contemplated herein.
3. The representations, warranties and covenants set forth in Section 10 of the Resolution are true and correct on and as of the date hereof.
4. The information related to the District contained in the Preliminary Official Statement related to the Bonds, including the Appendices thereto, does not contain any untrue statement of a material fact or omit to state any material fact necessary to make the statements therein, in light of the circumstances under which they were made, not misleading.
5. The District agrees to provide the required Payment Account Deposit Certification (upon a request therefor) in accordance with the Indenture.
6. The District hereby directs the Trustee to transfer, at least five (5) Business Days (as defined in the Indenture) prior to an interest payment date, if appropriate, and the Note Maturity Date (as defined in the Indenture), the moneys in the Payment Account (if held by the Trustee) to the Bond Payment Fund (as defined in the Indenture).



IN WITNESS WHEREOF, the District has caused this Pricing Confirmation Supplement to be executed by its duly authorized representative as of the Purchase Date. By its execution and delivery of this Pricing Confirmation Supplement, the District agrees to and accepts the terms of the Purchase Agreement, including this Pricing Confirmation Supplement.

By: \_\_\_\_\_

Authorized Representative





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: April 26, 2001

**B4**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

**Subject: CAPITAL OUTLAY**  
**Authorization to Award Special Services Contract to-**  
**RGA Environmental, Inc.,**  
**(Resolution No. 010426 – B4)**

## BACKGROUND INFORMATION:

*Project: New Mission Campus Preliminary Plans*

The District wishes to contract with RGA Environmental, Inc., Industrial Hygienist consultant, to provide hazardous materials management services for the Project: New Mission Campus Preliminary Plans. This scope of work is for contractor to provide pre-demolition site survey for lead and asbestos containing material and to evaluate the underground storage tank (UST), abatement work plan, bid specification package, reporting, air quality monitoring and sampling services during the course of abatement work following the State Hazardous Material Abatement guidelines and requirements.

This project is 100 % funded by the State Capital Outlay Fund, to be charged to Appropriation 412151-0130-6201-7100-S.

## RECOMMENDATION:

**RESOLVED:** That authorization hereby be given to contract with RGA Environmental, Inc., Industrial Hygienist consultant, to provide hazardous materials management services for the Project: New Mission Campus Preliminary Plans at a cost of not to exceed \$22,335 to be completed on or before June 30, 2002, and

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator

04/26/01 – B4 page 1

### BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR







# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 26, 2001

**B5**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: CAPITAL OUTLAY  
Authorization to Award Construction Contract -  
A. Ruiz Construction Co. & Assoc. Inc.,  
(Resolution No. 010426-B5)**

## **BACKGROUND INFORMATION:**

**Project:** *Early Childhood Mentoring Facility*

City College of San Francisco received a grant from the State Department of Education in February 2001 totaling over \$3.8 million to continue a highly successful program entitled Early Childhood Mentoring. To ensure the success of program implementation, the District has allocated resources to plan and develop facility and site to house this program.

The District received several qualified bid proposals from contractors. The District wishes to contract with the lowest responsible bidder A. Ruiz Construction Co. & Assoc. Inc., a certified Minority Business Enterprise and Local Business Enterprise contractor, for the project: Early Childhood Mentoring Facility. This project is for contractor to provide labor and materials to develop the existing site for the modular building including concrete foundation, utilities hook-up and ADA ramp as per the Division of State Architecture requirement.

This project will be initially funded by the District's General fund and then reimbursed by the State Early Child Mentoring program grant provided that the District receives an additional 18-month allocation from the State Dept fed.

## **RECOMMENDATION:**

**RESOLVED:** That authorization be hereby given to contract with the lowest responsible bidder A. Ruiz Construction Co. & Assoc. Inc., a certified Minority Business Enterprise and Local Business Enterprise contractor, for the project: Early Childhood Mentoring Facility, to be completed on or before June 30, 2001, at a cost of not to exceed \$118,750, and

FURTHER BE IT RESOLVED: That all the monies paid by the District for this facility shall be reimbursed from the Early Childhood Mentoring Grant subsequent allocations, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 26, 2001

**B6**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: CAPITAL OUTLAY**  
**Authorization to Award Special Services contract to**  
**Mock/Wallace – Barcelon +Jang Associated Architects**  
**(Resolution No. 010426 – B6)**

## **BACKGROUND INFORMATION:**

**Project:** *Evans Campus Building Seismic Upgrade Investigation and Analysis*

The District received proposals from qualified architectural/engineering firms that were screened and selected through the previous Request For Qualifications procedures. The District wishes to contract with Mock/Wallace – Barcelon +Jang Associated Architects to provide Architectural and Engineering services, for the Project: Evans Campus Building Seismic Upgrade Investigation and Analysis.

In January 2001, the District purchased the property and is required to upgrade the facility to more current building standards. A preliminary discussion with the Division of the State Architect's Office has identified FEMA 273 Level 2 as a minimum standard for seismic resistance, and CBC 98 standard as the compliance guideline if the FEMA 273 threshold can not be met.

The focus of this investigation and analysis work is to review all existing reports, data and information; meet with all required regulatory agencies; establish or confirm all programming requirements with the Dean of the School of Applied Sciences and Technology at Evans Campus for the following seismic upgrade construction work. The design team will be responsible to coordinate and interface with the Geotechnical Engineer, Testing Firm, and Industrial Hygienist to provide a comprehensive analysis and preliminary design for the building and to ensure that the studies and/or reports presented reflect a comprehensive and thorough review of the codes and seismic standards acceptable to each regulatory agency.

This project is supportive by funds from Issuance of Certificate of Participation (COPS).

**RECOMMENDATION:**

**RESOLVED:** That authorization be given to contract with Mock/Wallace – Barcelon +Jang Associated Architects to provide Architectural and Engineering services, for the Project: Evans Campus Building Seismic Upgrade Investigation and Analysis at a cost of not to exceed \$81,000, to be completed on or before August 31, 2002, and

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 26, 2001

**B7**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: CAPITAL OUTLAY**  
**Authorization to Award Special Services Contract to**  
**Inspection Consultants, Inc.,**  
**(Resolution No. 010426 – B7)**

## **BACKGROUND INFORMATION:**

*Project: Evans Campus Building Seismic Upgrade Investigation and Analysis*

The District wishes to contract with Inspection Consultants, Inc., for the Evans Campus Building Seismic Upgrade project. Materials testing and construction inspection are services required by the Office of Regulation Services, Division of the State Architect. These services include such things as materials testing for compliance with construction documents, concrete sampling and testing, inspecting soil back-fill and compaction, and other special inspections as directed by the Project Inspector of Record.

This project is supportive by funds from Issuance of Certificate of Participation (COPS).

## **RECOMMENDATION:**

**RESOLVED:** That authorization be given to Contract with Inspection Consultants, Inc., to provide materials testing and special inspection services for the Project: Evans Campus Building Seismic Upgrade Investigation and Analysis, at a cost not to exceed \$15,000. This contract will be completed prior to August 31, 2002, and

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator

04/26/01 – B7 page 1

### BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 26, 2001  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor

**B8**

**Subject: CAPITAL OUTLAY**

**Adoption of a summation of the District's proposed Five-Year Construction Plan to be submitted to the State Chancellor's Office for review and approval.  
(Resolution No. 010426 – B8)**

**BACKGROUND INFORMATION:**

*Project: Five-Year Construction Plan Priority List*

The following is a summation of the District's proposed 2003-2007 Five-Year Construction Plan to be submitted to the Facilities Planning and Utilization Unit of the State Chancellor's Office for review and approval. The priority order of these projects has been reviewed and approved through the shared governance process and will be incorporated in the District Five Year Construction Plan. The Five Year Capital Outlay Construction Plan, Initial Project Proposals (IPP), and Final Project Proposals (FPP) are the basis for all State and locally funded capital outlay projects for the next five years.

Final Project Proposals have been submitted for the next funding cycle for new replacement facilities for Community Health & Wellness Center, and Chinatown/North Beach Campus. Initial Project Proposals have been submitted for these projects: District-wide ADA Barrier Removal, Academic Joint Use Facility, Community Cultural/ Performing & Media Arts Complex, Remodel of the Student Development Center, Pan American Studies Center, Remodel John Adams, Remodel Alemany Campus, Remodel Downtown Campus, Remodel Science Building, Remodel Arts Building, Advance Technology Learning Center, And new Initial Project Proposals will be submitted for these projects: Remodel Evans Campus, Remodel Cloud Hall-Phase 2, Property Acquisition Adjacent to Main Campus, and Energy Conservation & Production.

District order of priority for proposed projects:

Priority	Project Name	Project Type
1	Mission Campus Building	New Facilities
2	Chinatown/North Beach Campus	New Facilities
3	Community Health & Wellness Center	New Facilities
4	District-wide ADA Barrier Removal	Infrastructure
5	Academic Joint Use Facility (Including Childcare)	New Facilities
6	Community Cultural, Performing & Media Arts Complex (Combine Balboa Reservoir Infrastructure Construction) (aka Theater / Performing Arts Classrooms / Labs with parking structure)	New Facilities
7	Pan American Studies Center (previously called Latin American Studies/Diego Rivera Center)	New Facilities
8	Remodel John Adams Campus	Renovation
9	Remodel Alemany Campus	Renovation
10	Remodel Downtown Campus	Renovation
11	Remodel Science Building	Renovation
12	Remodel Arts Buildings	Renovation
13	Remodel of the Student Development Center	New Facilities
14	Advance Technology Learning Center	New Facilities
15	Remodel Evans Campus	Renovation
16	Remodel Cloud Hall - Phase 2	Renovation
17	Property Acquisition Adjacent to Main Campus (Greenhouses)	Infrastructure
18	Energy Conservation & Production	Infrastructure

**RECOMMENDATION:**

RESOLVED: That authorization be hereby given that the Board hereby adopts this summation of the District's proposed Five-Year Construction Plan for submission to the State Chancellor's Office for review and approval. That authorization be given to submit, and



**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator



DATE: April 26, 2001

B9

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: CAPITAL OUTLAY  
Authorization for SIX ( 6 ) Contract Modification(s) totaling \$42,925 for Special Services Contract(s)  
and Construction Contract(s);  
(Resolution No. 0010426-B9)

BACKGROUND INFORMATION:

ORIGINAL RESOLUTION NUMBER	GRANTOR/ CONTRACTOR	ORIGINAL CONTRACT AMOUNT	PREVIOUS CONTRACT MODIFICATION(S) AMOUNT	REQUESTED CONTRACT MODIFICATION AMOUNT	NEW CONTRACT AMOUNT	COMMENTS
A 000127-B8 Mission Campus Preliminary Plans	Cervantes Design Associates/Kendall Young Associates (Project Architect)	\$650,000.00	\$296,950	CM #04 - \$4,000	\$950,950	Project Allotment: \$1,069,000 Project Encumb & Pay't To Date (Include This Contract Modification): \$962,693  \$4,000 for additional geotechnical investigation services perform by proposed sub consultant Olivia Chen Consultants
B 010329-F105 Cloud Hall Campus Police Records Storage Room (C221A) Renovation	NEMA Construction, Inc., (General Contractor)	\$14,900	\$0	CM #01 - \$795	\$15,695	Project Allotment: \$ 23,700 Project Encumb & Pay't To Date (Include This Contract Modification): \$15,695  Change Order work: \$445 for door hardware replacement; \$350 for six (6) electrical replaceable replacements.
C 001214-B8 Science Hall Acid Waste Piping Replacement	Sonomarin Inc., (General Contractor)	\$336,459	\$0	CM #01 - \$7,633	\$344,092	Project Allotment: \$ 580,000 Project Encumb & Pay't To Date (Include This Contract Modification): \$439,746  Asbestos containing material abatement at seventeen (17) pipe- wallboard penetrations.

ORIGINAL RESOLUTION NUMBER	GRANTOR/ CONTRACTOR	ORIGINAL CONTRACT AMOUNT	PREVIOUS CONTRACT MODIFICATION(s) AMOUNT	REQUESTED CONTRACT MODIFICATION AMOUNT	NEW CONTRACT AMOUNT	COMMENTS
D 010118-B9 Extended Opportunity Program & Services (EOPS) Facility	Capital Modular Inc. (General Contractor)	\$665,800	\$0	CM #01 - \$18,400	\$684,200	Project Allotment: \$1,100,000 Project Encumb & Pay't To Date (Include This Contract Modification): \$792,917
E 010329-B7a Early Childhood Mentoring Facility	Mobile Modular Management Corporation (Modular Facility Provider)	\$283,156	\$0	CM #01 - \$4,242	\$287,398	Change Order for Fire Alarm System per DSA requirement Project Allotment: \$513,000 Project Encumb & Pay't To Date (Include This Contract Modification): \$336,400
F 000831 - B6 Early Childhood Mentoring Facility	KodamaDiseno Architects (Project Architect)	\$30,000	\$1,470	CM #02 - \$7,855	\$39,325	Change Order work; \$543 for one 200 amp 3 phase electrical panel; \$590 for six (6) Voice/Data Outlets; \$1,876 for five (5) RC91GHB w/ one (1) FIFP-R faceplate; \$650 for DSA in-plant inspector; \$250 for observing professional; and \$333 for applicable Sales Taxes Project Allotment: \$513,000 Project Encumb & Pay't To Date (Include This Contract Modification): \$344,255
<b>RECOMMENDATION:</b>			<b>Total</b>	<b>\$42,925</b>		Additional Architectural /Engineering Services; \$2,000 for structural design; \$255 for structural coordination; \$1,000 for electrical engineering; \$1,000 for civil engineering; and \$4,000 for architectural design

**RESOLVED:** That the Board authorizes the specified modifications to the resolutions as indicated in the table, and

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: April 26, 2001

B10

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

**Subject: CAPITAL OUTLAY**  
**Authorization to Award Construction Contract -**  
**Baca & Sons Painting**  
**(Resolution No. 010426-B10)**

## BACKGROUND INFORMATION:

*Project: North Gym Dance Studio Painting*

The District received several qualified bid proposals from Contractors. The District wishes to contract with the lowest responsible bidder Baca & Sons Painting, a certified Minority Business Enterprise contractor, for the project: North Gym Dance Studio Painting. This project is for contractor to provide labor and material to refinish the interior space. Work consist of site preparation and protection of all unpainted surfaces; preparation and painting of walls; steel columns and girders, ceiling, and miscellaneous; repair of loose, broken or deteriorating concrete or sheetrock; crack repair; sealant and caulking and job site clean up.

The project is funded by the General Obligation Bond, to be charged to Appropriation 42086C-8060-6202-7100-REN (Renovation).

## RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with the lowest responsible bidder Baca & Sons Painting, a certified Minority Business Enterprise contractor, for the project: North Gym Dance Studio Painting, to be completed on or before June 30, 2001, at a cost of not to exceed \$24,500, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator

04/26/01 – B10 page 1

### BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 26, 2001 **B11**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: CAPITAL OUTLAY**  
**Authorization to Award Construction Contract -**  
**Adolf Schmidt General Contractors**  
**(Resolution No. 010426-B11)**

## BACKGROUND INFORMATION:

*Project: Science Hall Telecom Closet Ventilation/AC and Abatement*

The District received several qualified bid proposals from Contractors. The District wishes to contract with the lowest responsible bidder Adolf Schmidt General Contractors for the project: Science Hall Telecom Closet Ventilation/AC and Abatement. This project is for contractor to provide construction services, abatement, and HVAC modifications and cooling system for the housing of telecommunications equipment in Science Hall.

The project is funded by the General Obligation bond, to be charged to Appropriation 42078C-8062-6202-7100-TECH (Technology).

## RECOMMENDATION:

**RESOLVED:** That authorization be hereby given to contract with the lowest responsible bidder Adolf Schmidt General Contractors for the project: Science Hall Telecom Closet Ventilation/AC and Abatement, to be completed on or before June 30, 2001, at a cost of not to exceed \$49,866, and

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator







# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 26, 2001

**B12**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: CAPITAL OUTLAY**  
**Authorization to Award Construction Contract -**  
**NEMA Construction**  
**(Resolution No. 010426-B12)**

## BACKGROUND INFORMATION:

*Project: Science Hall Transfer Center Room S-120 Renovation*

The District received several qualified bid proposals from Contractors. The District wishes to contract with the lowest responsible bidder NEMA Construction for the project: Science Hall Transfer Center Room S-120 Renovation. This project is for contractor to provide labor and material to renovate the existing office space for the relocation of Transfer Center. Construction work consists of electrical, lighting fixtures, and HVAC modifications, wall demolition, and interior space refinishes.

The project is funded by the 2001 Block Grant, to be charged to Appropriation 123854-0130-6000-6440-S.

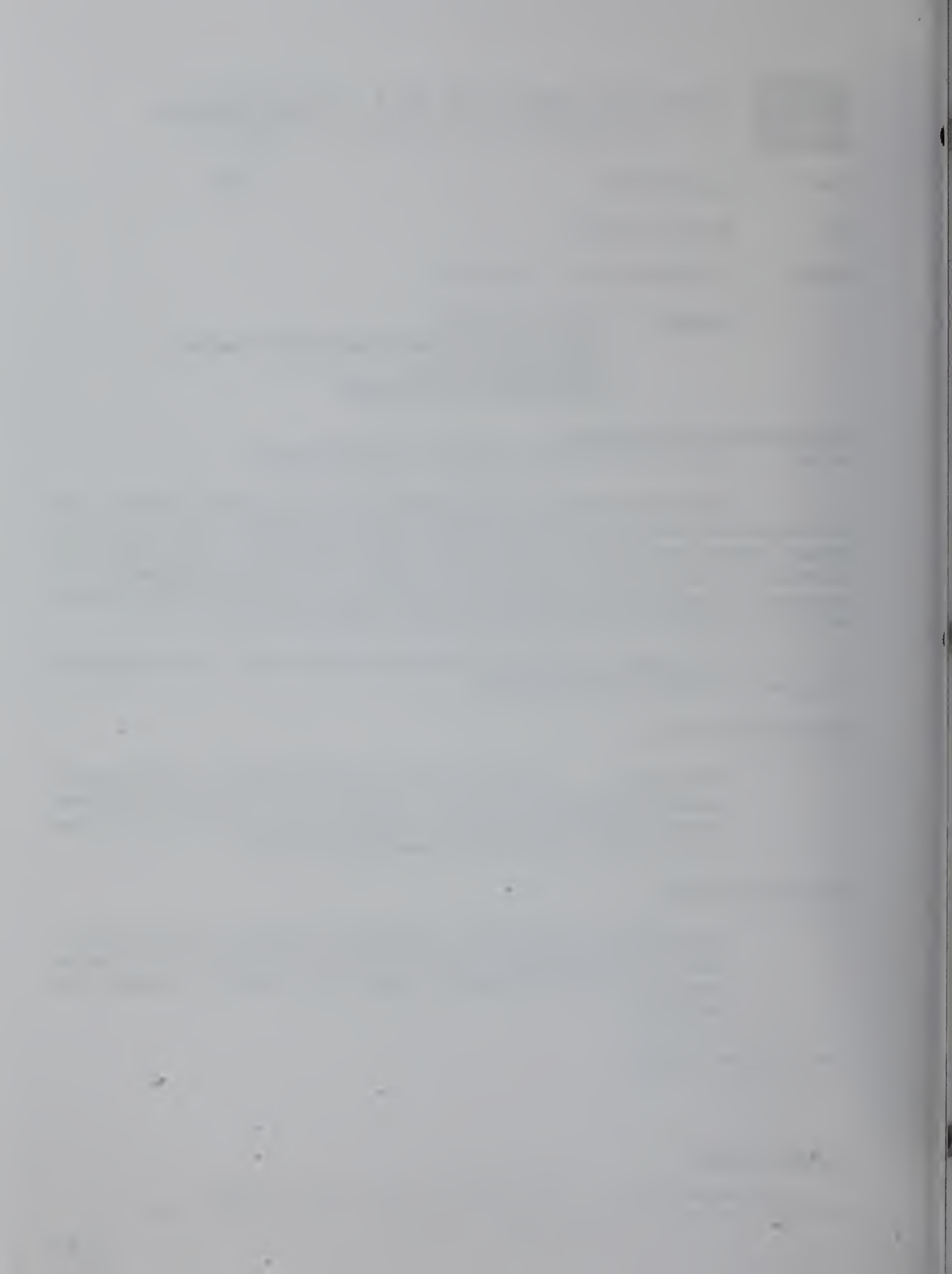
## RECOMMENDATION:

**RESOLVED:** That authorization be hereby given to contract with the lowest responsible bidder NEMA Construction for the project: Science Hall Transfer Center Room S-120 Renovation, to be completed on or before June 30, 2001, at a cost of not to exceed \$29,340, and

## RECOMMENDATION:

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: April 26, 2001

**B13**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

**Subject: CAPITAL OUTLAY**  
**Authorization to Declare Central Shops and Warehouse**  
**Facilities as Non Academic Usage Facilities**  
**(Resolution No. 010426-B13)**

## BACKGROUND INFORMATION:

*Project: Central Shops and Warehouse Facilities DSA Review Waiver*

Resolution 990624-B11, the Board Of Trustees approved and authorized the construction of a new central shops building located at the Phelan Campus and renovation of a warehouse located at 1960 Carroll Avenue in San Francisco. The District employed qualified architectural and engineering consultants for plans and specification preparation, submittal to local Building Inspection Agency for review, permitting and inspection during the course of construction. In addition, the District has also allocated District's DSA certified Inspector of Record for construction contract conformance.

The Office of Regulation Service, Division of The State Architect, requires that a resolution be passed by the school board stating that the building or structure shall not be used for school purposes and that no pupils or teachers, as such, will be permitted to use or enter the said building or structure per Building Standards Administrative Code 4-310, Part1, Title 24, C.C.R.

The school board assumes responsibility for employing appropriately licensed architects or registered engineers to prepare the plans and specifications and for adequate inspection of the materials and work of construction to ensure compliance with the provisions of Parts 2, 3, 4, 5 and 7, Title 24, C.C.R. as adopted by the Building Standards Commission, for the protection of life and property.

## RECOMMENDATION:

**RESOLVED:** That authorization be given to declare the new central shops building located in Phelan Avenue campus and the warehouse located at 1960 Carroll Avenue in San Francisco as Non Academic Usage Facilities, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: April 26, 2001

**B14**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**  
**Authorization to Award Special Services Contract to-**  
**Cervantes Design Associates/Kendall Young Associates**  
**(Resolution No. 010426 – B14)**

## BACKGROUND INFORMATION:

*Project: New Mission Campus Theater Preservation Scheme*

The District wishes to contract with Cervantes Design Associates/Kendall Young Associates, to provide historic preservation architectural services for the Project: New Mission Campus Theater Preservation Scheme. The scope of work is specific to the preservation of the Theater building and will include developing preservation alternatives as well as meeting with the preservation groups, the Board of Supervisors, administration and community.

This project is funded by the District General Fund Unrestricted.

## RECOMMENDATION:

RESOLVED: That authorization hereby be given to contract with Cervantes Design Associates/Kendall Young Associates to provide historic preservation architectural services for the Project: New Mission Campus Theater Preservation Scheme at a cost of \$76,680 to be completed on or before June 30, 2001, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator

04/26/01 – B14 page 1

### BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR

050





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 26, 2001 **B15**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject:** Capital Outlay  
Authorization to Special Service Contract with  
Pacific Communications Associates, Inc.  
(Resolution No. 010426-B15)

## BACKGROUND INFORMATION:

By Resolution Number 000224-B1, the Board of Trustees authorized a contract for \$55,000 with Media Connections Group for video connectivity consulting. Media Connections Group has provided partial deliverables for the scope of work in this contract and billed CCSF for \$22, 313.26. This contract expired December 31, 2000 and \$32,686.74 remain available in the original approved budget.

Media Connections Group no longer provides consulting for video networking, as defined in their original contract with CCSF. For project completion, City College of San Francisco will engage the services of Pacific Communications Associates, Inc. to complete the following scope of work: 1) detailed design of the video hub, located in Broadcast Media Services, 2) clarification and revision to the video distribution design as required by building design changes, and 3) inspection, test and verification of the newly installed coax video cabling systems at Phelan and other District campuses. This scope of work will be billed to CCSF on a time and materials basis, at the rate of \$200/hour, not to exceed the remaining budget funds of \$32,686.74. The College will only be billed for actual hours used.

This resolution authorizes a contract with Pacific Communications Associates, Inc. to provide video consulting services at a cost not to exceed \$32,686.74.

The cost for this contract will be funded entirely by proceeds generated by the sale of General Obligation Bonds from Proposition A.

## BOARD OF TRUSTEES

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04/26/01 – B15 page 1 DR. PHILIP R. DAY, JR., CHANCELLOR

**RECOMMENDATION:**

RESOLVED: That authorization to contract with Pacific Communications, as specified above, from April 26, 2001, to December 31, 2001 at a cost not to exceed \$32,686.74, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein/Douglas Re, Originators





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: April 26, 2001

B16

TO: Board of Trustees

FROM: Dr. Philip R. Day, Chancellor

**SUBJECT: GRANTS**

**Approval to appropriate funds received from the  
Chancellor's Office, California Community Colleges,  
Allocation for Transfer and Articulation  
(Resolution No. 010426-B16)**

**BACKGROUND INFORMATION:**

This resolution requests authorization to receive and appropriate all funds allocated by the Chancellor's Office of the California Community Colleges for transfer and articulation. The one-time grant is designed to establish better practices and increase success of students transferring to bachelor degree-granting institutions.

The funds will enable Transfer Center personnel to attend local, regional, and statewide training and meetings; to expand the College's Student Tour program; to increase counseling services during Summer Session and inter-sessions; and to enhance campus collaboration through staff development.

The project was delayed by the State until recently, when the Chancellor's Office of the California Community Colleges issued a clarification that funds must be either expended or encumbered by June 30, 2001. Furthermore, the Chancellor's Office permits a college to liquidate the encumbered funds two years after the year of appropriation, June 30, 2003.

Income

Chancellor's Office, California Community Colleges Allocation	<u>\$39,065</u>
Total:	\$39,065

2000-2001 Expenditures

Counselor Salaries and Benefits	\$9,500
Other Operating Expenses (Travel)	<u>1,065</u>
	\$10,565

2001-2002 Encumbrance

Counselor Salaries and Benefits	\$8,500
Other Operating Expenses (College Tours, Travel)	<u>20,000</u>
	\$28,500

Total: \$39,065

**RECOMMENDATION:**

RESOLVED: That authorization be given to appropriate or encumber all funds receivable for the Transfer and Articulation Allocation for the period of April 1, 2001 to June 30, 2003 for a total not to exceed \$39,065, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Don Griffin, Originator  
With Carl Jew

Date: April 26, 2001

B17

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

**Subject: GRANTS**

Authorization to amend four (4) contract modification(s) totaling \$124,432  
(Resolution No. 010426-B17)

<u>ORIGINAL RESOLUTION NUMBER</u>	<u>GRANTOR/ CONTRACTOR</u>	<u>CONTRACT DATE</u>	<u>ORIGINAL TOTAL AMOUNT</u>	<u>CHANGE</u>	<u>NEW TOTAL NOT TO EXCEED</u>	<u>COMMENTS; ORIGINATOR</u>
A 990826-B24	San Francisco Airport Commission	July 1, 1999-Dec. 31, 2000	\$100,000	Extend term to June 30, 2001. Increase Amount by +\$30,000	\$130,000	Extend term and increase services. <i>Originator: Judy Teng</i>
B 990826-B24	Sue Dyer	July 1, 1999-Dec. 31, 2000	\$ 91,000	Extend term to June 30, 2001. Increase Amount by +\$27,918	\$118,918	Extend term and increase services under agreement with San Francisco International Airport (Item A above). <i>Originator: Judy Teng</i>
C 000427-B15	Calif. State Department of Education/Child Development Division/State Preschool Program	2000-2001	\$1,002,250	+\$60,214	\$1,062,464	+\$60,214 increase will be used for classified salaries. <i>Originator: Sandra Handler</i>
D 0001214-B17	CA Com. Colleges Chancellor's Office/REBRAC	FY2000-2001	David Munro \$15,600	Michelle Steward -\$4,400	\$11,200	David Munro has resigned from this position and the remaining stipend of \$11,200 will be paid to Michelle Steward for her services. <i>Originator: Wing Tsao</i>
				Total- \$124,432		

**RECOMMENDATION:**

**RESOLVED:** That the Board authorizes the specified amendment to the Resolution as indicated in the table, and  
**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415 239 3000

## Tabled from 03/29/01 Board Meeting

**DATE:** April 26, 2001

**B18**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: CONTRACT**  
**Authorization to Contract with Pinnacle Systems**  
**(Resolution No. 010426-B18)**

### **BACKGROUND INFORMATION:**

The Board of Trustees approved Resolution No. 980430-B2 authorizing a contract with IKON Management Services through December 31, 1999 to provide pay-for-use photocopiers and laser printers for the students and staff of City College of San Francisco. By Board Resolution No. 000127-B3, The Board of Trustees authorized an extension of that contract through June 30, 2000.

District administration began discussing a further extension with IKON and in mid-June was notified that IKON was no longer interested in providing pay-for-use copier service and was shutting down its operations in this area. No District public funds are expended on copier services and the District is not required to develop a formal RFP process for revenue generating activities. However, due diligence was exercised and three known vendors were contacted by administration and asked to present proposals to the District. Representatives from Minolta, Xerox and Pinnacle Systems met with District administration and staff.

Minolta decided not to submit a proposal. Xerox submitted a proposal that would have cost the District approximately \$250,000 a year. The Xerox proposal included all new digital equipment. Pinnacle systems recommended that the District buy the existing equipment from IKON and allow Pinnacle systems to maintain, and service the existing equipment for approximately one year so that we can establish actual copier usage and develop an RFP and award a new contract starting July 1, 2001.

The working relationship with Pinnacle systems has been a vast improvement over the relationship with IKON. There are currently 22 public use copiers, 2 public use microforms, 1 public use fax and 1 public use printer available to students. Pinnacle is proposing to completely replace 8 of the higher volume copiers with brand new machines and to refurbish and move the

04/26/01 – B18 page 1

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remaining units to the lower volume locations. In addition, Pinnacle will upgrade the debit card system and provide network "pay for" printing in Batmale Hall Lab,

the Learning Assistance Lab and Room 315 and 205 in the Rosenberg Library. Copy prices to the students will remain the same and commission will be based on 12% of the revenue collected. This proposal is based on a three year contract with the possibility of two single year extensions upon mutual agreement.

**RECOMMENDATION:**

RESOLVED: That authorization be hereby given to extend the contract with Pinnacle Systems to provide pay-for-use copier service to the District beginning July 1, 2001 through June 30, 2004, with the possibility of two single year extensions upon mutual agreement, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Stephen J. Herman, Originator



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: April 26, 2001  
TO: Board of Trustees  
FROM: Dr. Philip R. Day, Jr., Chancellor

B19

**SUBJECT: GRANTS**

**Approval to submit an application and accept funds  
received - Quality Child Care Initiative  
(Resolution No. 010426-B19)**

**BACKGROUND INFORMATION:**

This resolution requests authorization for the California Early Childhood Mentor Program at City College of San Francisco to submit an application and appropriate all funds from the Quality Child Care Initiative for a project entitled Leadership Development for Directors. The Quality Child Care Initiative (QCCI) is a collaborative effort of the Bay Area Early Childhood Founders (ECF) group, an informal affiliation of approximately thirty-five foundations, donors, and corporations with a common interest in supporting the healthy development of young children and their families. Our grant will provide leadership development and training activities for childcare directors from the eight Bay Area counties, while resource and curricula will be disseminated throughout the Mentor Program's statewide network of community colleges. The total of the grant is \$100,000 for the period of July 1, 2001, to June 30, 2002.

No additional physical space or in-kind match is required. City College of San Francisco is the fiscal agent.

Income

Quality Child Care Initiative	\$100,000
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Expenditures

Supplies and Materials	4,000
Contracts for trainers & developers of training guides, curricula, brochures	88,593
Indirect @ 8%	<u>\$ 7,407</u>
Total	\$100,000

**RECOMMENDATION:**

RESOLVED: That authorization be given to submit an application and appropriate all funds receivable upon approval from the Quality Child Care Initiative for the period of July 1, 2001, to June 30, 2002, in the amount not to exceed \$100,000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Robert Gabriner, Originator

Payton Nattinger, Originator





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: April 26, 2001 C1  
TO: Board of Trustees  
FROM: Dr. Philip R. Day, Jr., Chancellor

**Subject: EQUIPMENT, SUPPLIES & SERVICES**  
**Procurement of Equipment, Supplies,**  
**Services, Etc., less than \$3,000**  
**(Resolution No. 010426-C1)**

## BACKGROUND INFORMATION:

Listed below is a summary of purchases for equipment, supplies, and services in individual amounts of less than \$3,000. Investigation indicates that they are necessary for the support of District operations, and therefore are recommended for approval by the Board of Trustees. It is certified that the items summarized below are in accord with the Board of Trustees policy and that funds are available to cover payment.

## RECOMMENDATION:

RESOLVED: That approval be and is hereby given for the procurement of the equipment, supplies, services, etc., totaling \$ 530,577.92 individual amounts of less than \$3,000 not heretofore approved as summarized and detailed below:

Direct Payments	\$ 61,236.64
Purchase Orders	384,327.48
Travel/Mileage	<u>85,013.80</u>
GRAND TOTAL:	\$ 530,577.92

James Kendrix, Originator

04/26/01 - C1 page 1

## BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

Date: April 26,2001 **C2**

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

Subject: **EQUIPMENT, SUPPLIES & SERVICES**  
**Procurement of Equipment, Supplies ,**  
**Services, Etc., more than \$3,000**  
**(Resolution No. 010426-C2)**

## BACKGROUND INFORMATION:

The following departmental requests for the purchase of supplies, equipment, and services have been received. Investigation indicates that they are necessary for the support of District operations, and therefore are recommended for approval by the Board of Trustees. It is certified that the items summarized below are in accord with the Board of Trustees policy and that funds are available to cover payment.

## RECOMMENDATION:

RESOLVED: That approval be and is hereby given for the procurement of the equipment, supplies, services, as detailed in Attachment "A".

GRAND TOTAL: **\$ 5,309,146.70**

James Kendrix, Originator

04/26/01 - C2 page 1

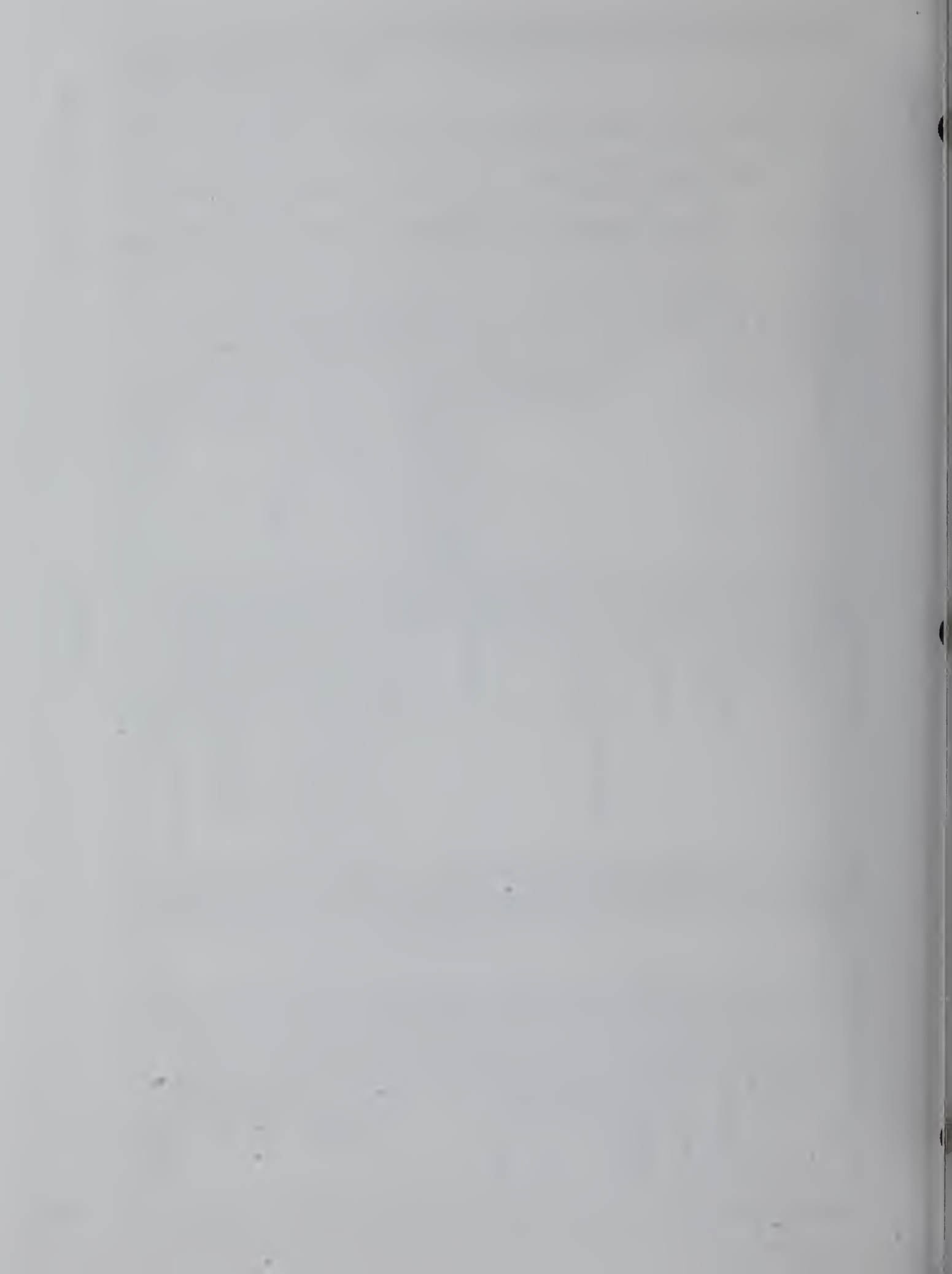
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DR. PHILIP R. DAY, JR., CHANCELLOR



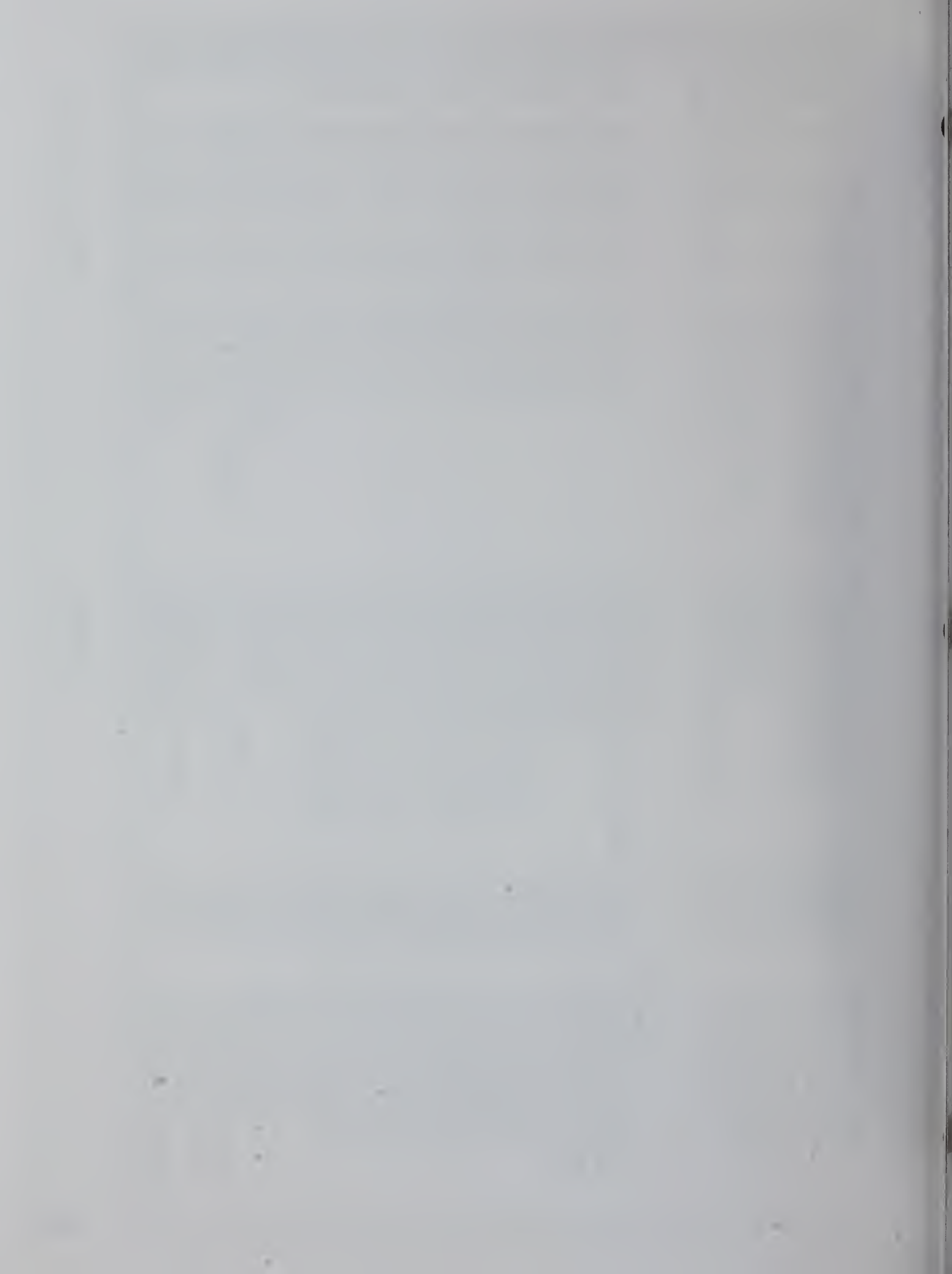


A	B	C	D	E	F	G	H	I	J
Fund	Org	Acct	Prg	At	Department	Vendor	Doc #	Amount	Description
1	UPFX	0040	5802	6600	S	Public Information	SFNNA/SF Neighborhood News Assoc)	DP96024	6,125.35 Advertising
2	UPFX	0040	5802	6600	C	Public Information	Chinese Media Group	DP96048	3,888.00 Advertising
3	UPFX	2010	5802	6730	S	Human Resources	San Francisco Newspaper Agency	DP84828	10,464.66 Advertising
4	UPFX	2010	5802	6730	S	Human Resources	The Chronicle of Higher Education	DP91609	4,040.00 Advertising
5	UPFX	2010	5802	6730	S	Human Resources	ANG Newspapers	DP78049	3,996.24 Advertising
6	UPFX	4060	4303	6600	S	Office of Outreach and Recruitment	CCSF Bookstore	PO97807	23,339.51 Supplies
7	UPFX	7114	5610	0900	N	Trade Skills	Visitation Valley Jobs Education & Tra	TP00031	18,000.00 Facility Lease
8	UPFX	7161	5610	2100	C	Administration of Justice	S.F. Law Enforcement, Reg. Train Ctr.	TP93488	205,000.00 Facility Lease
9	UPFX	7161	5610	2100	C	Administration of Justice	San Francisco Fire Department	TP93490	51,200.00 Facility Lease
10	UPFX	7161	5610	2100	C	Administration of Justice	S.F. Law Enforcement, Reg. Train Ctr.	DP93453	4,000.00 Facility Lease
11	UPFX	7546	4303	1000	C	Photography	Calumet Photographic	PO78056B	4,958.27 Supplies
12	UPFX	0020	5210	6600	S	Board of Trustees/Chancellor's Office	Kosakura Travel Agency	TO02865-9	17,243.00 Travel
13	U	0020	5210	6600	S	Board of Trustees/Chancellor's Office	Marriott	TO02865-9	4,245.72 Travel
14	U	0020	5210	6600	S	Board of Trustees/Chancellor's Office	HACU	TO02865-9	590.00 Travel
15	U	0020	5210	6600	S	Board of Trustees/Chancellor's Office	Hotel Washington	TO02865-9	1,179.36 Travel
16	U	0040	5190	6600	S	Public Information	Baca K	DP80688	5,000.00 Contractual Services
17	U	0040	5801	6600	S	Public Information	KCBS-AM	DP96025	4,400.00 Advertising
18	U	0040	5801	6600	S	Public Information	KGO -AM	DP93286	4,000.00 Advertising
19	U	0040	5801	6600	S	Public Information	KTSF 26	DP93300	3,085.00 Advertising
20	U	0040	5802	6600	C	Public Information	Chinese Media Group	DP93284	3,888.00 Advertising
21	U	0040	5802	6600	S	Public Information	San Francisco Newspaper Agency	DP96008	3,352.10 Advertising
22	U	1520	6413	6720	S	Purchasing	Evisions, Inc.	PO78107	8,500.00 Equipment Lease
23	U	2510	5656	6780	S	ITS - General	Oracle Corp.	DP77736	59,579.52 Software License
24	U	3522	4303	6570	S	Utilities	New West Petroleum	PO95763	4,597.50 Supplies
25	U	3522	5530	6570	S	Utilities	Ameritech	TP95764	10,000.00 Utility-Telephone
26	U	3542	5640	6550	S	M&R - Buildings	Steam & Plumbing	PO95762	3,680.50 desc
27	U	3544	6414	6770	S	M&R - Grounds	San Mateo Lawn Mower	IP71440	4,253.10 Equipment Lease
28	U	3562	4301	6770	S	College Services	Office Depot Inc.	ODDS100	10,290.26 Supplies
29	U	3562	4301	6770	S	College Services	Office Depot Inc.	ODDS100	5,880.14 Supplies
30	U	3562	4301	6770	S	College Services	Office Depot Inc.	ODDS100	5,880.14 Supplies
31	U	3564	5350	6770	S	Mail Services	U. S. Postmaster	DP81571	25,000.00 Postage
32	U	3569	5650	6770	S	Custodial Services	All Electric	TP81558A	3,000.00 M & R - Equip
33	U	4900	5190	6600	S	Central Services	Cassidy & Associates	DP82155	47,115.00 Contractual Services
34	U								



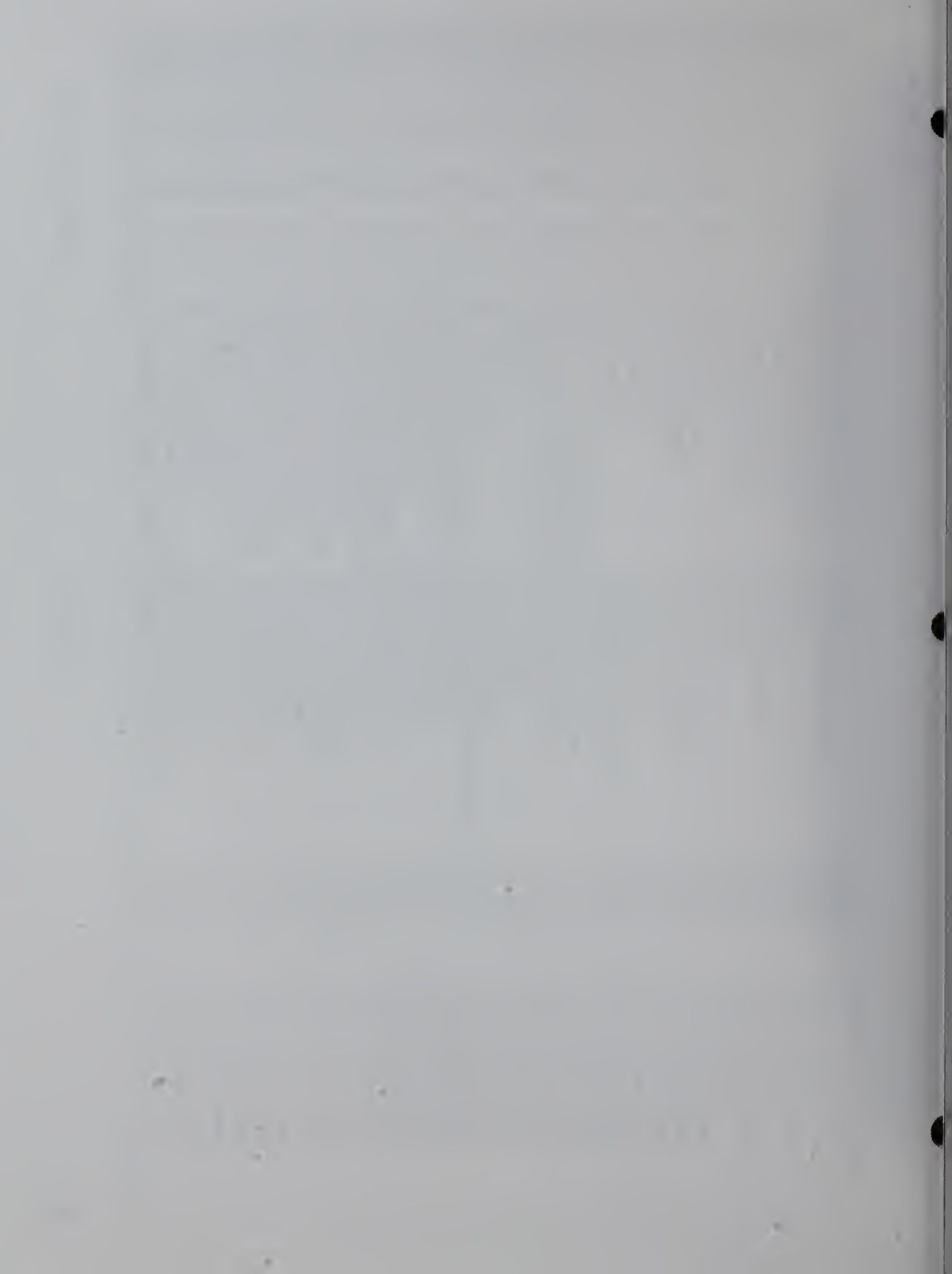
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35	U	4900	5190	6600	S	Central Services	BMW & Partners	DP82156	25,000.00	Contractual Services
36	U	4900	5212	6750	S	Central Services	SF Mayor's Summit for Women	DP92011	5,000.00	Travel
37	U	7421	6413	0500	N	Small Business	Software One, Inc.	PO80624	3,769.54	Equipment Lease
38	U	8560	6411	6799	N	Institutional Sup - Dwntrwn	KI	PO82018	4,940.38	Equipment Lease
39	U	8860	5350	6799	C	Institutional Sup - John Adams	United States Postal Service	DP81960	3,000.00	Postage
40	U	9110	4301	6010	C	College Publications	Casey Printing	PO14092	153,038.96	Supplies
41	U	9110	4301	6010	C	College Publications	Casey Printing	PO14091	33,592.14	Supplies
42	PYRL	9900	9733	9900	S	Payroll Fund	Employment Development Dept.	VP79968G	31,919.10	Insurance
43	PYRL	9900	9741	9900	S	Payroll Fund	State Teachers Retirement System	VP5676AQ	439,202.42	Retirement
44	PYRL	9900	9741	9900	S	Payroll Fund	State Teachers Retirement System	VP5676AV	439,202.42	Retirement
45	PYRL	9900	9741	9900	S	Payroll Fund	State Teachers Retirement System	VP5676AY	422,477.04	Retirement
46	PYRL	9900	9741	9900	S	Payroll Fund	State Teachers Retirement System	VP5676A	414,426.07	Retirement
47	PYRL	9900	9741	9900	S	Payroll Fund	State Teachers Retirement System	VP5676AZ	39,081.16	Retirement
48	PYRL	9900	9741	9900	S	Payroll Fund	State Teachers Retirement System	VP5676AX	31,627.63	Retirement
49	PYRL	9900	9741	9900	S	Payroll Fund	State Teachers Retirement System	VP5676AT	19,785.02	Retirement
50	PYRL	9900	9741	9900	S	Payroll Fund	State Teachers Retirement System	VP5676BA	3,752.10	Retirement
51	PYRL	9900	9742	9900	S	Payroll Fund	Public Emp. Retirement System	VP79967U	11,015.09	Retirement
52	PYRL	9900	9742	9900	S	Payroll Fund	Public Emp. Retirement System	VP79967V	9,168.12	Retirement
53	PYRL	9900	9742	9900	S	Payroll Fund	Public Emp. Retirement System	VP79967T	8,240.26	Retirement
54	PYRL	9900	9745	9900	S	Payroll Fund	Keenan & Associates	VP72644I	159,893.00	Dental Coverage
55	PYRL	9900	9745	9900	S	Payroll Fund	Keenan & Associates	VP72644J	159,893.00	Dental Coverage
56	PYRL	9900	9745	9900	S	Payroll Fund	Keenan & Associates	VP72644K	159,893.00	Dental Coverage
57	PYRL	9900	9754	9900	S	Payroll Fund	Lincoln National Reassurance Compan	VP72645H	12,530.50	Life Insurance
58							<b>Unrestricted Total</b>		<b>3,160,218.32</b>	
59										
60										
61		750095	1110	5210	S	CCSF 65th Anniversary	City & County of San Francisco	DP84628	7,031.25	Travel
62		724002	9230	5902	S	Trust - GED Fees	American Council On Education	DP777332	5,209.00	Service fees
63		425002	8410	6201	L	Bond-Mission Land Purchase	KKA Architects	CT41575B	10,445.19	Capital Outlay
64		425001	8310	6201	L	Bond-Chinatown/NB Land	KKA Architects	CT41566B	21,315.00	Capital Outlay
65		421020	8510	6201	R	REN-Doors	Gerson/Overstreet Architects	CT70014A	27,000.00	Capital Outlay
66		42080	8060	6202	R	REN-Archery Range-No-So Gym	Department of Public Works	PO84299	8,230.00	Capital Outlay
67		42080	8064	6202	R	REN-Archery Range-No-So Gym	Department of Public Works	PO84299	8,230.00	Capital Outlay
68		42079	8067	6202	H	HS-PC-Undergrnd Steam & Water Line	Department of Public Works	PO95756	86,084.16	Capital Outlay







	A	B	C	D	E	F	G	H	I	J
69	42079	8067	6202	7100	H	HS-PC-Undergrnd Steam & Water Line	Department of Public Works	PO95757	27,594.08	Capital Outlay
70	42079	8067	6202	7100	H	HS-PC-Undergrnd Steam & Water Line	Department of Public Works	PO95758	10,599.28	Capital Outlay
71	42068	8062	6201	7100	R	Ren-Science Hall Room 311	RGA Environmental, Inc.	DP41611	10,244.00	Capital Outlay
72	42068	8062	6202	7100	R	Ren-Science Hall Room 311	KTY Enterprises, Inc.	TP41620	14,838.00	Capital Outlay
73	42067	8051	6202	7100	H	HS Btmale Hall No Bldg Entr Dr Repl	Automatic Door Systems	TP41623	5,559.00	Capital Outlay
74	420649	0130	6202	7100	H	SM 98-99 PH Bat hall HVAC, Air Filt	Kin Wo Construction, Inc.	CT41476A	16,837.61	Capital Outlay
75	420642	8057	6202	7100	H	SM 98-99 PH Replace Asbestos Fire	Holzmueller Corporation	DP93661	20,280.00	Capital Outlay
76	42063	8056	6202	7100	H	HS-Cloud Hall Windw Repl-Ph II	Pinguelo Construction	CT93670	387,790.00	Capital Outlay
77	420638	8051	6201	7100	H	SM 98-99 PH Rpr 3rd/4th Deck Drain	Kendall Young Associates	CT41482A	10,718.80	Capital Outlay
78	420603	8062	6201	7100	H	SM 97-98 Elect Panels-Sci Bldg	Kendall Young Associates	CT41258A	5,000.00	Capital Outlay
79	42054	8110	6202	7100	H	HS-Alemany Teacher Lounge Renov	Shaw Contract Flooring	PO71409	3,837.48	Capital Outlay
80	42053	8057	6202	7100	H	HS-Diego Rivr Theater Fire Curtain	Holzmueller Corporation	DP93661	29,940.00	Capital Outlay
81	42051	8067	6202	7100	H	EOPS Facility Replacement	Capitol Modular, Inc.	CT93671	665,800.00	Capital Outlay
82	42051	8067	6202	7100	H	EOPS Facility Replacement	Keenan & Associates	DP82157	18,270.35	Capital Outlay
83	42050	8055	6202	7100	H	Creative Arts R201 Couns Off Renov	Nema Construction	TP41637	19,980.00	Capital Outlay
84	42021	8067	6202	7100	T	PH Campus Infrastructure Wiring	DSA San Francisco Bay Area Region	DP77733	13,041.16	Capital Outlay
85	420180	8050	6202	7100	H	HS - Temp. Facilities	Admond Construction	CT70017A	29,877.12	Capital Outlay
86	420160	8810	6201	7100	H	HS-Seismic	SOHA Engineers	CT70011A	9,148.97	Capital Outlay
87	42014	8813	6202	7100	H	JA Mn. Bldg. Roof Ply. Substr Inst-Co	California Roofing	CT41593B	39,442.95	Capital Outlay
88	42012P	8060	6201	7100	R	Stadium Field House Ren-Plan-Design	Marcy Li Wong Architects	CT41433A	6,320.70	Capital Outlay
89	42012P	8064	6201	7100	R	Stadium Field House Ren-Plan-Design	Marcy Li Wong Architects	CT41433A	6,320.70	Capital Outlay
90	412817	0130	6202	7100	H	Install Roof over HVAC Fan Rm, Bt	Kin Wo Construction, Inc.	CT41476A	10,957.39	Capital Outlay
91	412243	0130	6202	7100	S	Reroof Conlan Hall	Best Roofing & Waterproofing	DP80696	15,320.00	Capital Outlay
92	412040	0130	6202	7100	S	PFX-JA Child Care	Alpha Bay Builders, Inc.	DP41628	27,000.00	Capital Outlay
93	412040	0130	6202	7100	S	PFX-JA Child Care	KTY Enterprises, Inc.	DP41625	9,087.72	Capital Outlay
94	412039	0130	6201	7100	S	PFX-Rpl EOPS Bungalow	Kendall Young Associates	CT41045	15,000.00	Capital Outlay
95	412039	0130	6203	7100	S	PFX-Rpl EOPS Bungalow	RGA Environmental, Inc.	TP93665	3,185.00	Capital Outlay
96	221010	7138	4211	6940	C	Hotel/Restaurant	Gall Produce	TP86896A	8,500.00	Supplies
97	211201	7371	5530	2100	S	CA EC Mentoring Prog 00-01	Pacific Bell	TP96261	3,000.00	Utility-Telephone
98	211201	7375	5210	2100	S	CA EC Mentoring Prog 00-01	Hayward Travel Center	TP96300	17,000.00	Travel
99	211201	7375	5610	2100	S	CA EC Mentoring Prog 00-01	Mills College	TP96256	9,500.00	Facility Lease
100	129991	9210	5210	7010	S	Contract Education Operation 00-01	Teng J	TO03014	5,900.00	Travel
101	127420	9210	5190	0500	N	Dept. of Child Support Services	Lynette Crane & Associates	TP00034	4,320.00	Contractual Services
102	127328	9210	5190	0500	N	San Francisco Airport Comm - 39	SYA Group, Inc.	TP00029	4,950.00	Contractual Services





	A	B	C	D	E	F		G	H	I	J
103	125601	9210	6411	7010	S	Contract Education Incentives	KI		PO92417	4,233.12	Equipment Lease
104	125504	6460	5190	6440	S	Student Health Fees	The Regents of the University of Calif		TP00032	7,000.00	Contractual Services
105	125503	1105	4303	6950	S	Parking Fund Fees 00-01	Standard Register		PO95309	4,942.93	Supplies
106	125501	9220	5802	6820	N	Continuing Education 00-01	San Jose Mercury News		DP92864	4,315.92	Advertising
107	123883	9320	6413	6120	C	TTIP-HR and Tech 99-00	SCB DataComm		PO92547	6,340.37	Equipment Lease
108	123874	6110	5650	6490	N	Matriculation-Noncredit 2000-2001	CAPP Associates, Inc.		DP64214	3,150.00	M & R - Equip
109	123854	5120	6414	1900	C	Inst Equip BlkGrnt-One Time	MCSI		PO80305	6,485.68	Equipment Lease
110	123854	7208	6413	0200	C	Inst Equip BlkGrnt-One Time	Audio Graphic Systems		PO65365	4,524.86	Equipment Lease
111	123854	7210	6413	0700	C	Inst Equip BlkGrnt-One Time	COMWEB Technology Group		PO81382	29,478.73	Equipment Lease
112	123854	7210	6414	0700	C	Inst Equip BlkGrnt-One Time	Audio Graphic Systems		PO81381	14,409.16	Equipment Lease
113	123854	7257	6414	0900	C	Inst Equip BlkGrnt-One Time	John Fluke Mfg. Co.		PO77793	60,824.16	Equipment Lease
114	123854	7257	6414	0900	C	Inst Equip BlkGrnt-One Time	Western Engineering Supply Co.		PO95357A	4,086.44	Equipment Lease
115	123854	7264	6413	1900	C	Inst Equip BlkGrnt-One Time	Dell Computer Corporation		PO95703	3,160.38	Equipment Lease
116	123854	7756	6413	1200	C	Inst Equip BlkGrnt-One Time	Dell Computer Corporation		PO81995	50,968.37	Equipment Lease
117	123854	8240	6413	6010	C	Inst Equip BlkGrnt-One Time	Judy Lau, Computer Specialist		PO78425	5,487.88	Equipment Lease
118	123854	8840	6414	6010	C	Inst Equip BlkGrnt-One Time	American Blinds and Draperies		PO81984	7,788.69	Equipment Lease
119	123854	9320	6302	6120	C	Inst Equip BlkGrnt-One Time	Eastern Book Company		TP81805	3,000.00	Capital Outlay
120	123854	9610	6414	6130	C	Inst Equip BlkGrnt-One Time	Snader and Associates, Inc.		PO78340	3,193.38	Equipment Lease
121	123853	7210	6413	0700	C	Inst Equip On Going Grnt 00-01	Dell Computer Corporation		PO81371	33,358.32	Equipment Lease
122	123853	7216	6414	1900	C	Inst Equip On Going Grnt 00-01	Scope City		PO92720	5,665.89	Equipment Lease
123	123853	7232	6414	1900	C	Inst Equip On Going Grnt 00-01	MCSI		PO80305	13,470.26	Equipment Lease
124	123853	7257	6413	0900	C	Inst Equip On Going Grnt 00-01	Dell Computer Corporation		PO95955	3,157.01	Equipment Lease
125	123853	7260	6413	1900	C	Inst Equip On Going Grnt 00-01	Dell Computer Corporation		PO95703	5,742.10	Equipment Lease
126	123853	8140	6000	6010	C	Inst Equip On Going Grnt 00-01	Savin Corp.		PO97962	5,562.50	Equipment Lease
127	123853	9500	5633	6780	S	Inst Equip On Going Grnt 00-01	Dell Financial Services		TP77741	8,483.01	Equipment Lease
128	123853	9500	6413	6780	S	Inst Equip On Going Grnt 00-01	Micron Government Computer Systems		PO95004	3,981.45	Equipment Lease
129	123851	6469	6413	6300	C	Inst Equipment Repl 99-00	Arlys Innotech Corporation		PO96174	3,465.10	Equipment Lease
130	123515	7225	5190	0400	C	FSS-ISFP/TPMS YR-1	Cogley P		PS00186	5,000.00	Contractual Services
131	123515	7225	5190	0400	C	FSS-ISFP/TPMS YR-1	Resek D		PS00187	3,000.00	Contractual Services
132	123513	7114	5190	0900	N	FSS-Learn to Earn More	Schiorring E		PS00173	8,780.00	Contractual Services
133	123354	9210	5190	7099	N	ECO-CACT 00-01	Stamets L		PS00174	6,400.00	Contractual Services
134	123328	9210	5190	7030	N	Eco Dev-JDITP-Apparel Mfg	Ng E		PS00039A	15,000.00	Contractual Services
135	123314	7421	5190	7099	N	Eco-SBDC 2000-2001	Flood C		PS00184	9,500.00	Contractual Services
136	123314	7421	5190	7099	N	Eco-SBDC 2000-2001	Lane R		PS00183	5,000.00	Contractual Services





	A	B	C	D	E	F	G	H	I	J
137	123314	7421	5190	7099	N	Eco-SBDC 2000-2001	Mondial Consulting, Inc.	TP00035	4,000.00	Contractual Services
138	123206	7320	5190	6420	C	DSPS 2000-2001	Maloney A	PS00181	5,000.00	Contractual Services
139	122105	7174	5190	0400	N	Vatea T3E Tech Prep 00-01	Cogley P	PS00186	4,000.00	Contractual Services
140	121508	7173	4301	6720	S	Vatea IIC 2000-2001	CDW Government, Inc.	PO93474	3,078.36	Supplies
141	121508	7173	5190	6470	S	Vatea IIC 2000-2001	Huey C	PS00171	4,500.00	Contractual Services
142	121508	7421	6413	0700	N	Vatea IIC 2000-2001	Setco, Inc.	PO81994	4,284.55	Equipment Lease
143	121508	7508	5190	0600	C	Vatea IIC 2000-2001	Lee A	PS00199	10,000.00	Contractual Services
144	121508	7720	4103	1200	C	Vatea IIC 2000-2001	Bookhouse	PO95366	3,182.74	Supplies
145	121508	7720	5190	1200	C	Vatea IIC 2000-2001	Occena B	PS00179	10,000.00	Contractual Services
146	121213	7421	6434	7099	S	CTCA/SB Dev Center 2000	MCSI	PO82542	17,543.40	Equipment Lease
147	121193	5153	5190	6020	S	NSF Biolink 00-01	Charles G	PS00191	22,848.00	Contractual Services
148	121193	5153	5210	6010	S	NSF Biolink 00-01	The Regents of the University of Calif	TP82433	35,000.00	Travel
149	121193	5153	5210	6010	S	NSF Biolink 00-01	Commodore Dining Events	TP82435	3,900.00	Travel
150	121136	7176	4303	6470	N	W/A-PIC T1 Rapid Response 00-01	Consulting Psychologists Press, Inc.	PO83566	3,344.03	Supplies
151							<b>Restricted Total</b>		<b>2,148,928.38</b>	
152										
153							<b>Total Unrestricted and Restricted</b>		<b>5,309,146.70</b>	





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 26, 2001 **C3**  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor  
**Subject: GRANTS**  
**Acceptance of Gifts**  
**(Resolution No. 010426-C3)**

## BACKGROUND INFORMATION

SFCCD Policy Manual Section 8.08 Acceptance of Gifts provides that (1) motor vehicles, (2) aircraft, (3) cash exceeding \$250, (4) securities, (5) precious stones, (6) precious metals, (7) goods other than (1) or (2) above with a market value exceeding \$1,500, be accepted by the SFCCD only by resolution of the Board of Trustees.

## RECOMMENDATION:

WHEREAS: The SFCCD has been tendered the gifts detailed in Attachment A;

WHEREAS: Vice Chancellor of Academic Affairs Frances Lee declares that these gifts will enhance the instructional program of the San Francisco Community College District;

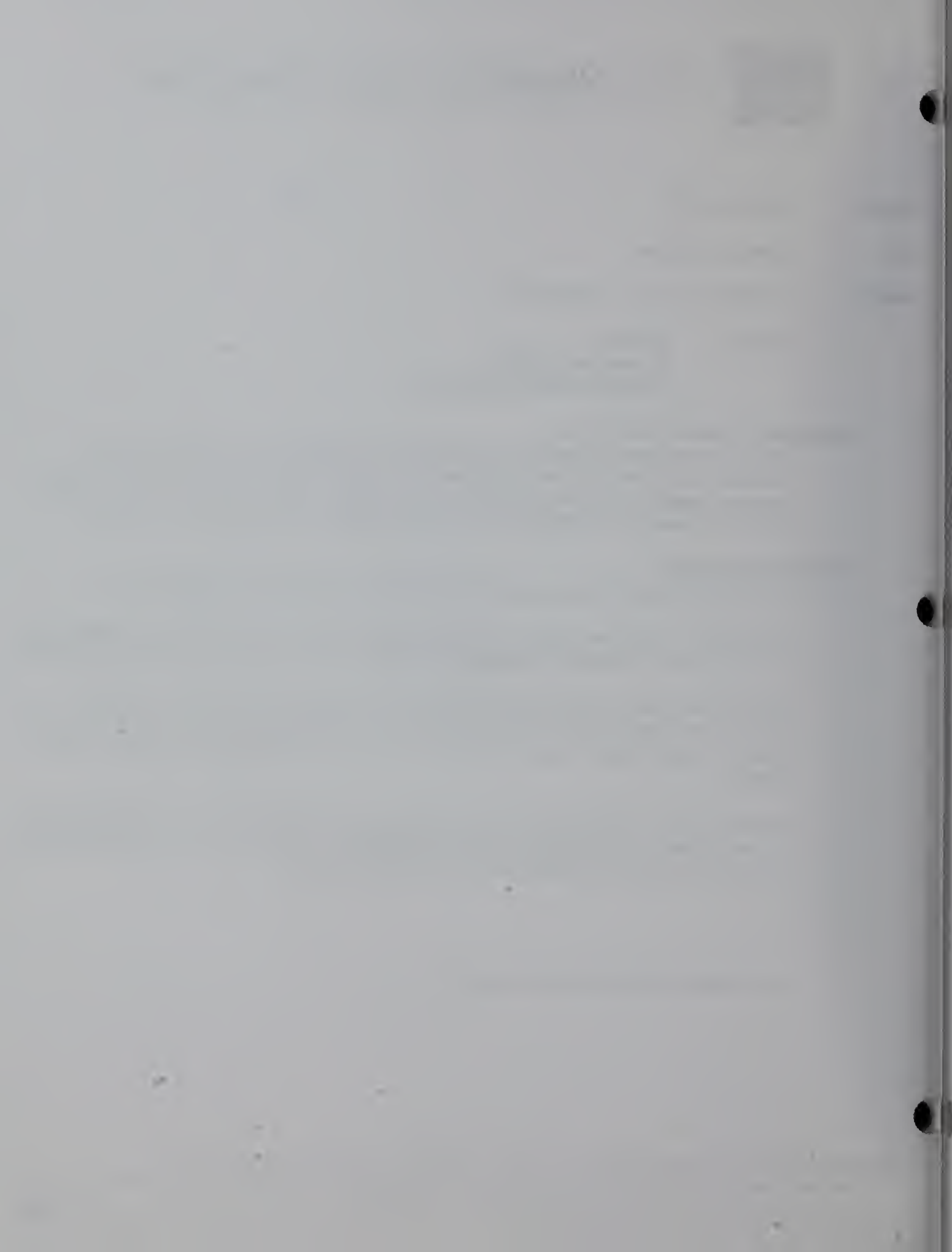
THEREFORE BE IT RESOLVED: That the Chancellor and the Vice Chancellor of Finance and Administration or their designees, are hereby authorized to accept the gifts listed on Attachment A for and in the name of the San Francisco Community College District;

FURTHER BE IT RESOLVED: That upon transfer of legal title of these gifts described in Attachment A, the Secretary of the SFCCD Board of Trustees is directed to notify the donors of acceptance of the gifts by the governing board.

Dr. Kathleen Sullivan Alioto, Originator

## BOARD OF TRUSTEES

04/26/01 Page 1 of 2  
DR. NATALIE BERG, PRESIDENT • RODEL E. RODIS, VICE PRESIDENT • ROBERT E. BURTON  
DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE  
DR. PHILIP R. DAY, JR., CHANCELLOR





**ATTACHMENT A**  
**RESOLUTION: 010426 — C3**

DESCRIPTION	DONOR	BENEFICIARY	MARKET VALUE DECLARED BY DONOR
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April 2001

1) Equipment 1990 Jeep Cherokee Laredo	Glen D. Simpson 79 Fairway Dr. Daly City, CA 94015	Automotive Dept.	8,550.00
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# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**Date:** April 26, 2001 F1

**To:** Board of Trustees

**From:** Dr. Philip R. Day, Jr., Chancellor

**Subject: Human Resources  
Appointment  
Non-educational Administrator  
(Resolution No. 010429 – F1)**

## BACKGROUND INFORMATION:

Resolution No. 010426 – F1 covers a non-educational academic administrative appointment. Board of Trustees' approval is required.

## RECOMMENDATION:

RESOLVED: That effective \_\_\_\_\_, \_\_\_\_\_  
be appointed as Associate Director Human Resources (Office of the Vice  
Chancellor Finance and Administration). Salary shall be in accordance with the  
2000 – 2001 Classified Supervisory Management and Administrators Salary  
Schedule, Classification C, Associate Deans.

Clara Starr, Originator

04/26/01 – F1 page 1

## BOARD OF TRUSTEES

DR. NATALIE BERG, PRESIDENT • RODEL E. RODIS, VICE PRESIDENT • ROBERT E. BURTON  
DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE  
DR. PHILIP R. DAY, JR., CHANCELLOR

070







# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**G1-G7**

**DATE:** April 26, 2001  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor  
**Subject:** Academic Employees  
Credit Program/Non-Credit Program  
District Funded  
City College of San Francisco  
(Resolutions 010426-G1-G7)

## **BACKGROUND INFORMATION:**

These resolutions cover district funded academic employees appointments and/or other related personnel transactions. Unless otherwise indicated in the resolution, appointments are classified as temporary. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

Clara Starr, Originator

## **BOARD OF TRUSTEES**

DR. NATALIE BERG • RODELE RODIS • ROBERT E. BURTON

DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG

DR. PHILIP R. DAY, JR., CHANCELLOR

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester and department shown. Employment is contingent upon adequate class enrollment, possession of applicable minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time academic employees shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments for full-time academic employees shall be in accordance with the relevant provisions of the appropriate bargaining contracts and the City College of San Francisco Faculty Handbook.

**FALL 2000**

(+: Full-time overload/extra pay)

(\*: New hourly academic employee)

<u>Name</u>	<u>Department</u>	<u>Division</u>
Casper, Andrew Charles	Journeyman-Training	Credit
Cereghino, Kenneth R	Journeyman-Training	Credit
Gensler, Theresa M	Phys Education & Dance	Credit
Phipps, Edward Joseph	Journeyman-Training	Credit

G1 Fall 2000: 4

**SPRING 2001**

(+: Full-time overload/extra pay)

(\*: New hourly academic employee)

<u>Name</u>	<u>Department</u>	<u>Division</u>
Abma, Deanna P	Learning Assistance	Credit
Andersen, James A	Health Care Technology	NonCredit
Bernstein, Harry	English As a Second Language	NonCredit
Bowne, Samuel F	Instructional Computing Lab	Credit
+ Brown, Brenda M	Learning Assistance	Credit
Casper, Andrew Charles	Journeyman-Training	Credit
Cereghino, Kenneth R	Journeyman-Training	Credit
+ Chan, Marcia J	English As a Second Language	NonCredit
+ Clark, Ophelia	Learning Assistance	Credit
Collado, Roger	English As a Second Language	NonCredit
Collins, Bruce K	Learning Assistance	Credit
Colpitts, Anne Patrici	Foreign Languages	Credit
+ Cook, Venette	English As a Second Language	NonCredit
+ Corbie, Terrence	Bus/Office Tech/Small Bus	NonCredit
Cutten, Barbara M	Bus/Office Tech/Small Bus	Credit
* Duck, Lillian E	Social Science	Credit
+ Fan, Mark M	Learning Assistance	Credit
Fisher, Robert E	Learning Assistance	Credit
Fleming, Anne-Marie	English As a Second Language	NonCredit
+ Fong, Lawrence K	Chemistry	Credit
Granoff, Sheila M	English As a Second Language	NonCredit
+ Green, Dennis	Social Science	Credit
+ Green, Herbert K	English	Credit
+ McNerny, William J	Chemistry	Credit

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: General Fund, Unrestricted

+ Munro, Thomas G	Bus/Office Tech/Small Bus	Credit
Phipps, Edward Joseph	Journeyman-Training	Credit
+ Randolph, Alvin C	Learning Assistance	Credit
+ Roth, Robin H	Phys Education & Dance	Credit
Russell, Daniel Lawren	Apprenticeship	NonCredit
Sam, Sterling Jing	Trade Skills	NonCredit
+ Spingola-Connolly, Jea	Counseling	NonCredit
+ Stewart, Debra M	Counseling	Credit
+ Stewart, Debra M	Learning Assistance	Credit
+ Wong, Anna Q	English As a Second Language	Credit

G1 Spring 2001: 34

Total for G1: 38

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester, department and restricted program shown. Employment is contingent upon funds available in the applicable restricted program. Employment is contingent upon adequate class enrollment, possession of applicable minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time academic employees shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments for full-time academic employees shall be in accordance with the relevant provisions of the appropriate bargaining contracts and the City College of San Francisco Faculty Handbook.

## SPRING 2001

(+: Full-time overload/extra pay)

(\*: New hourly academic employee)

Name	Department	Grant	Division
Darck, Jeffrey L.	Matriculation	Matriculation-Credit 2000-2001	Credit
+ Ling, Gary R	Matriculation	Matriculation-Credit 2000-2001	Credit
+ Lum, Lily Yuen	Matriculation	Matriculation-Credit 2000-2001	Credit
+ Moody, Cindy L	Matriculation	Matriculation-Credit 2000-2001	Credit
+ Tang, Paul S	Matriculation	Matriculation-Credit 2000-2001	Credit
+ Vayngortin, Lev D	Matriculation	Matriculation-Credit 2000-2001	Credit

G2 Spring 2001: 6

Total for G2: 6

Total Records: 44



010426 - G3

**Academic Employees**  
**Temporary Appts**  
**Tenure Review**

**RESOLVED:** That the following academic employees be temporarily appointed to Tenure Review Assignments for the period January 17, 2001 through May 25, 2001, for the hours indicated. The activity is funded by the District General Fund, Appropriation #U-5120-1422-Program-C. Salary shall be in accordance with the appropriate salary schedule for instructors, non-instructional rate.

NAME	CHANGE HOURS		ADD	DEPT	PROGRAM
	FROM (January)	TO: (May)			
Adams, Mary	9	9		SOSC	7342
Alioto, Darlene	9	9		SOSC	7342
Batty-Sylvan, John	27	27		ENGL	7512
Beavers, Mary Kay	18	18		MATH	7272
Bogatsky, Ariadra	18	18		BIO	7224
Brickner, Margaret	18	18		LIBR	9320
Brown, Daniel	9	9		ENGL	7512
Brown, Eleanor	17	17		ENGL	7512
Cate, Donald	17	17		TH A	7550
Chan, Nora	9	9		HCT	7756
Collins, Susan	9	9		TH A	7550
Cook, Venette	18	18		ESL	7612
Cooper, Sybil	18	18		ESL	7612
DePrimo, Guy	9	9		MATH	7272
Fiore, Linda	9	9		HCT	7756
Flagiello, Carolyn	9	9		LVN	7728
Fregly, Carol	17	17		ENGL	7512
Gabler, Burton	9	9		ESL	7612
Ghassan, Srouji	9	9		MATH	7272
Gillette, Linda	35	35		ESL	7612
Grady, Margaret	18	18		PE & D	7768

Gratch, Bonnie	18	18			LIBR	9320
Guichard, Margaret	17	17			HCT	7756
Hendrickson, Dennis	18	18			ENGL	7512
Holbert, Raymond	18	18			ART	7504
Holden, Myma	36	36			SHS	6460
Hubbell, Judy	9	9			TH A	7550
Hubert, Michael	18	18			ENGL	7512
Illick, Shirley	9	9			ENGL	7512
Imman, Judith	17	17			LVN	7728
Lee, Theodore	9	9			MATH	7272
Legion, Vicki	9	9			HLTH	7720
Marinoff, Joani	9	9			HLTH	7720
Mathes, Valerie	9	9			SOSC	7342
McAllister, Keith	27	27			MATH	7272
Moody, Cindy	35	35			MATH	7272
Moreno, Edward	35	35			SOSC	7342
Ng, Ronald	18	18			H & R	7138
O'Hare, Melanie	9	9			ESL	7612
Oldham, Mary	18	18			BUS	7421
Oxsen, Richard	9	9			SOSC	7342
Piontkowski, Dennis	35	35			MATH	7272
Quadra, Indiana	18	18			CAREER	6420
Rose, Arthur	18	18			BUS	7421
Saffier, Fred	18	18			MATH	7272
Safwat, Yvonne	18	18			ESL	7612
Sauve, James	9	9			ENGL	7512
Seymour, Sharon	9	9			ESL	7612
Shoaf, William	27	27			ESL	7612

Songco, Warlita	9	9		LVN	7728
Spears, Deanne	18	18		ENGL	7512
Tam, Mo-Shuet	18	18		ESL	7612
Tan, Bie Han	26	26		MATH	7272
Tang, Paul	9	9		MATH	7272
Thompson, Roderick	9	9		MATH	7272
Torres, Chita	18	18		LVN	7728
Tse, Annie	9	9		HLTH	7720
Wall, Ellen	9	9		ENGL	7512
Webb, Rachel	9	9		ENGL	7512
Wostner, Ulf	9	9		MATH	7272
Zakus, Sharron	17	17		HLTH	7720

010426 -G4

**Academic Employees**  
**Temporary Appts**  
**Tenure Review**

**RESOLVED:** That the following academic employees be temporarily appointed to Tenure Review Assignments for the period January 17, 2001 through May 25, 2001, for the hours indicated. The activity is funded by the District General Fund, Appropriation #U-5120-1422-Program-C. Salary shall be in accordance with the appropriate salary schedule for instructors, non-instructional rate.

NAME	CHANGE HOURS		ADD	DEPT	PROGRAM
	FROM (January)	TO: (May)			
Clark, Ann			9	COUN	6469
Fa, Angelina			17	ASAM	7308
Heredia, Maria			9	COUN	6469
Ho, Karen			17	COUN	6469
Hom, Grace			17	COUN	6469

Irwin, Robert			9	ESL	7612
Keech, Gregory			9	ESL	7612
Martin, Tina			9	ESL	7612
McKnight, Lindy			9	COUN	6469
Mireles, Enrique			9	COUN	6469
Paz, Leo			9	PIL	7338
Slaughter, Randi			9	ESL	7612
Ta, Min-Hoa			9	EOPS	6440
Tam, Mo-Shuet	18	27		ESL	7612
Y ngojo, Marcus			9	COUN	6469
Zanetto, Janet			17	ESL	7612

010426 - G5

Full-TimeFirst YearContract

**RESOLVED:** That on the effective dates indicated, the following named academic employees be appointed as full-time faculty. Appointment shall be contingent upon verification of satisfactory physical examination, a tuberculosis clearance, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule (Contract and Regular faculty):

NAMEDEPARTMENT/CAMPUSSTATUSREPLACEMENT FOREFFECTIVE DATES

HORNOR, Ni Z.

Mathematics/Phelan

First Year Contract

Leon Luey

08/15/01

U-7272-1120-1700-C

FF9839



010426 – G6

Full-Time  
Temporary

**RESOLVED:** That on the effective dates indicated, the following named academic employee be appointed as full-time temporary (long-term substitute) faculty. Appointment shall be contingent upon verification of satisfactory physical examination, a tuberculosis clearance, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule.

<u>NAME</u>	<u>DEPARTMENT/CAMPUS</u>	<u>STATUS</u>	<u>REPLACEMENT FOR</u>	<u>EFFECTIVE DATES</u>
GAURRYSHOVA, Nataliya	Mathematics/Phelan	Full-Time Temporary (Long-Term Substitute)	Lily Yuen Lum U-5120-1129-6010-C FS9999	08/15/01 – 12/21/01 01/14/02 – 05/24/02

010426 – G7

Leave of  
Absence

**RESOLVED:** That for the effective date shown the following named academic personnel be granted leave of absence:

<u>NAME</u>	<u>DEPARTMENT/CAMPUS</u>	<u>CONTRACT SECTION</u>	<u>EFFECTIVE DATES</u>
CERONE, Lydia	Business/Mission	17.P	20% 03/29/01 – 05/25/01





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

H1-H2

**DATE:** April 26, 2001  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor  
**Subject:** Academic Employees  
Credit Program/Non-Credit Program  
Categorically Funded  
City College of San Francisco  
(Resolutions 010426-H1-H2)

## BACKGROUND INFORMATION:

Resolutions 010426-H1-H2 cover categorically funded temporary academic employees appointments and/or other related personnel transactions pursuant to the provision of California Education Code #87470. All Appointments are classified as temporary, when services are required and funds are provided. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

Clara Starr, Originator

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DR. PHILIP R. DAY, JR., CHANCELLOR

**RESOLVED:** That the following named persons be appointed to temporary part-time academic assignments for the semester, department and grant shown. Employment is pursuant to Education Code section 87470 and contingent upon funds available in the applicable Grant/Contract. Employment is contingent upon adequate class enrollment, possession of applicable required minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time faculty shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments shall be in accordance with the relevant provisions of the appropriate bargaining contract and the City College of San Francisco Faculty Handbook.

**FALL 2000**

(+: Full-time overload/extra pay)

(\*: New hourly academic employee)

Name	Department	Grant	Division
Price, Geraldine J	Child Dev. & Family Studies	Foster Parent Ed 2000-2001	Credit

H1 Fall 2000: 1

**SPRING 2001**

(+: Full-time overload/extra pay)

(\*: New hourly academic employee)

Name	Department	Grant	Division
Alexander, Horace V	Office of Diversity	AB 1725 Staff Diversity 2000-2001	NonCredit
Argabright, Andre Mari	Disabled Stud Prog & Services	Partnership for Excellence	NonCredit
Auyeung, Mabel K	Child Dev. & Family Studies	Children Council-Mayor's Office	Credit
+ Bergman, Julia E	Library Services	FSS-Asian Infusion YR-1	Credit
+ Charles, Ouida L.	Contract Education	SF League of Urban Gardeners-6	NonCredit
+ Cheng, Eva Yuen	Matriculation	Calworks 2000-2001	Credit
+ Cheung, Margarita K	Vocational Education	Eco Dev-JDITP-Apparel Mfg	NonCredit
+ Cheung, Margarita K	Vocational Education	Eco-Workplace 2000-2001	NonCredit
Curl, Diana E	Child Dev. & Family Studies	Children Council-Mayor's Office	Credit
Dawkins, Muriel J	Disabled Stud Prog & Services	Partnership for Excellence	NonCredit
+ Elzie, Andrea B	Child Dev. & Family Studies	State Preschool Full Day 00-01	NonCredit
+ Gamba, Raymond J.	Physics	Vatea IIC 2000-2001	Credit
+ Jardim, Philip M	Biological Sciences	Vatea IIC 2000-2001	Credit
+ Johnson, Elaine A	Biological Sciences	NSF-Biolink 99-00	Credit
+ Johnson, Paul L.	Disabled Stud Prog & Services	Partnership for Excellence	NonCredit
+ Johnson, Rosemary	Contract Education	SF League of Urban Gardeners-6	NonCredit
+ Meunier-Fiebelkorn, Murie	Child Dev. & Family Studies	State Preschool Full Day 00-01	Credit
Mijatovic, Katarina	English As a Second Language	FII-Pan American Unity	Credit
+ Mogar, Mariannina	Child Dev. & Family Studies	Children Council-Mayor's Office	Credit
+ Reilly, Rebecca R	Disabled Stud Prog & Services	Partnership for Excellence	NonCredit
+ Rendon, Peggy T	Counseling	Calworks 2000-2001	NonCredit
Rodriguez, Dora Elen	Disabled Stud Prog & Services	Partnership for Excellence	NonCredit
+ Romero, Manuel G	Vocational Education	SFDHS/Const Training Center	NonCredit
+ Rosales-Uribe, Maria	Transitional Studies	FSS-Inst ESL/Civic Program	Credit
Webster, Carlos	Contract Education	SF League of Urban Gardeners-6	NonCredit
Wolf-Prusan, Rebecca J	Vocational Education	FSS-Learn to Earn More	Credit



TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: Categorically Funded.

+ Young, Alfred R  
+ Young, Alfred R

Vocational Education  
Vocational Education

Eco Dev-JDITP-Apparel Mfg  
Eco-Workplace 2000-2001

NonCredit  
NonCredit

*H1 Spring 2001: 28*

**Total for H1: 29**

**Total Records: 29**

010426 – H2 **RESOLVED:** That Resolution 010329-H2, Categorically Funded Full- Time Temporary Assignment, be  
Amendment amended in part to show the following:  
To Resolution

<u>NAME</u>	<u>DEPARTMENT</u>	<u>ACTIVITY</u>	<u>BUDGET</u>	<u>EFFECTIVE DATES</u>
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CHANGE FROM:

ANDERSON, BYRON	Vocational Education	Advanced Transportation Tech. Coordinator	Advanced Transportation Technology 123385-7175-1220-0900-N (100%) FN9728	03/30/01 – 05/25/01 08/15/01 - 12/21/01
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CHANGE TO:

ANDERSON, BYRON	Vocational Education	Advanced Transportation Tech. Coordinator	Advanced Transportation Technology 123385-7175-1220-0900-N (100%) FN9728	04/01/01 – 05/25/01 08/15/01 - 12/21/01
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# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 26, 2001

**L1**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: Human Resources  
Authorization to amend employment Contract (s)  
(Resolution No. 010426 - L1 )**

## **BACKGROUND INFORMATION:**

The Board of Trustees by Resolution No. 791120-B1 has made available to its employees the provisions of Section 403 (b) of the United States Internal Revenue Code and Section 17501 of the California Revenue and Taxation Code.

Employees of the San Francisco Community College District may enter into an amendment of their employment contracts for the purpose of effecting a reduction in the salaries paid to such employees, and that for each employee who voluntarily elects to accept such reduction in his or her salary, the San Francisco Community College District shall, as directed by such employee, a) purchase, with an amount equal to the reduction in salary, a nontransferable annuity contract issued by an insurance company selected by the employee concerned, or b) contribute an amount equal to such reduction in salary to a custodial account of a custodian selected by the employee, in which all rights under said custodial account shall be exercisable by the employee concerned.

## **RECOMMENDATION:**

**RESOLVED:** That the Board of Trustee of the San Francisco Community College amend employment contract for the purpose of (a) purchasing tax sheltered annuities, (b) contributing to tax sheltered custodial accounts, for those employees requesting such purchases or contributions, and (c ) termination of the amendment to employment contract, complying with the provisions of Section 403 (b) of the United States Internal Revenue Code, and Section 17501 of the California Revenue and Taxation Code.

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04/26/01 - L1 page 1  
DR. PHILIP R. DAY, JR., CHANCELLOR

a) <u>INSURANCE COMPANIES</u>	<u>I. D. NO.</u>	<u>BI-WEEKLY AMOUNT</u>
Aetna Insurance	31548	403.00
Equitable Life	55366	519.23
GALIC	54872	300.00
IDS	15238	400.00
Lincoln National Life	56138	200.00
Lincoln National Life	01434	25.00
Met Life	57071	75.00
Northern Life	01434	25.00
Paul Revere	56162	100.00
Paul Revere	27062	250.00
Resources	55962	100.00
Security First	54606	100.00
Security First	55390	150.00
State Street Bank/STRS	54248	150.00
Transamerica	08140	519.00
VALIC	56535	195.00
VALIC	56015	403.84
VALIC	47538	403.84
VALIC	55363	400.00
VALIC	56896	200.00
VALIC	31138	500.00
VALIC	56327	11,900.00
VALIC	57117	100.00

b) <u>CUSTODIAL ACCOUNTS</u>	<u>I. D. NO.</u>	<u>BI-WEEKLY AMOUNT</u>
Fidelity	11938	200.00
Fidelity	61870	400.00
Fidelity	55592	200.00
Janus	55161	114.00
Janus	60234	50.00
Oppenheimer	54655	500.00
Vanguard	56471	100.00
Vanguard	55637	50.00
Vanguard	34946	250.00
Vanguard	56256	100.00
Vanguard	55592	160.00
Vanguard	62256	300.00
Vanguard	54721	100.00



<u>c) TERMINATION/CANCELLATIONS</u>	<u>I.D. NO.</u>	<u>BI-WEEKLY AMOUNT</u>
Fidelity	47538	320.00
Janus	41776	125.00
Janus	55592	200.00
Met Life	54996	100.00
T. Rowe Price	53570	300.00
VALIC	03730	519.00
VALIC	56327	200.00
Vanguard	56162	100.00

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to purchase such annuity contracts or contribute to such custodial accounts, subject to ratification by the Board of Trustees.

James Kendrix, Originator





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

N1

**DATE:** April 26, 2001  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor  
**Subject:** Academic Employees  
Community Services Classes  
City College of San Francisco  
(Resolutions 010426-N1)

## BACKGROUND INFORMATION:

Resolutions 010426-N1 covers appointments of academic employees to Community Service Classes and/or other related transactions pursuant to the provisions of California Education Code #78300. All appointments are classified as temporary, hourly unless otherwise stated in the resolution. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

Clara Starr, Originator

N1

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04/26/01

## BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR

087

**RESOLVED:** That the following named persons be appointed to temporary part-time academic assignments in Community Services and related Programs pursuant to Education Code Section 78300. Employment is contingent upon adequate class enrollment, possession of applicable required minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time faculty shall not exceed 60% of the hours per week considered as full-time assignments for regular employees having comparable duties. Total overload/extra pay assignments for full-time faculty shall be in accordance with the relevant provisions of the appropriate bargaining contract and the City College of San Francisco Faculty Handbook.

**SPRING 2001**

(+: Full-time overload/extra pay)

(\*: New hourly academic employee)

<u>Name</u>	<u>Department</u>	<u>Division</u>
Garcia, Ana R	Community Services	NonCredit
Sayed, Javaid A	Community Services	NonCredit

N1 Spring 2001: 2

Total for N1: 2

Total Records: 2





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**TO:** Board of Trustees

**P1**

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**DATE:** April 26, 2001

**SUBJECT: POLICY MANUAL**

**Amending the SFCCD Policy Manual by Adding Section  
7.24, Small Local Business Enterprises  
(Resolution No. 010426-P1)**

## **BACKGROUND INFORMATION:**

The Board of Trustees adopted a Minority, Women, and Local Business Enterprise (M/W/LBE) Policy by enacting Policy Manual Section 7.23. The Board also approved a program to implement this policy. The program has been highly successful. The primary objectives of the W/W/LBE Policy and Program have been met to such an extent that it is now appropriate to consider other policies and programs.

It has long been recognized that enterprises that do business in San Francisco face greater challenges in terms of higher taxes, rent, wages, and insurance. Small businesses in San Francisco face the same challenges as larger San Francisco businesses. These small businesses are valuable in providing employment opportunities to San Francisco residents, contributing to the economic development and vitality of the City, and bringing a fresh perspective to the business community. Thus the District should encourage opportunities for small local businesses, especially in its construction and construction-related services, by adopting a small local business enterprise policy.

Moreover, to give effect to this proposed policy, the District should encourage opportunities for small local businesses, especially in construction and construction-related services, by instituting the development of a small local business utilization program to foster the growth of small local businesses that are able to provide high quality services.

Staff has been meeting with community representatives to obtain input for such a program. The plan is for a specific program to be brought to the Board for approval in May of 2001.

San Francisco Community College District Policy Manual Section 1.05 D. reads in part as follows: "Adoption of Policies. Any Policy may be adopted by the Board, be amended or repealed by an affirmative vote of four members at any meeting, providing notice of said intended action has been given at a previous meeting..."

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DR. PHILIP R. DAY, JR., CHANCELLOR

**RECOMMENDATION:**

WHEREAS: Notice was given at a prior meeting (March 29, 2001) of the Board of Trustees of the SFCCD that proposed amendments to the Policy Manual, Section 7.24 would be acted upon at a subsequent meeting of the Board of Trustees.

RESOLVED: That the SFCCD Policy Manual be amended to add Section 7.24, Small Local Business Enterprises, to read as follows: (Note: Additions or substitutions are indicated by ***bold italics*** and deletions are indicated by ~~strike-over~~).

Ronald Lee, Originator

**P.M. 7.24    SMALL LOCAL BUSINESS ENTERPRISES**

***It is the policy of the San Francisco Community College District to encourage and facilitate full and equitable business opportunities in the areas of construction and construction-related services for small local business enterprises wishing to do business with the District.***







# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

Q1

**DATE:** April 26, 2001  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: SETTLEMENT**

**Authorizing the Administration to enter Into a Settlement Agreement and Release of All Claims Between AFT Local 2121, Mark Miller, and the San Francisco Community College District (Resolution No. 010426-Q1)**

**BACKGROUND INFORMATION:**

In order to resolve a disputed claim lodged with the District by AFT Local 2121 on behalf of Mark Miller, the Administration has negotiated with Mark Miller through his Union representative and has reached a tentative settlement. This Resolution seeks to obtain the authority of the Board of Trustees for the Administration to enter into a Settlement Agreement with AFT Local 2121 and Mark Miller in return for AFT Local 2121's and Mark Miller's release of the District from all claims, demands, grievances, further obligations and liability arising out of Mark Miller's employment with the District.

**RECOMMENDATION:**

**RESOLVED:** That the Board of Trustees authorizes the Administration to enter into a non-precedent-setting, one-time-only Settlement Agreement with AFT Local 2121 and Mark Miller in return for AFT Local 2121's and Mark Miller's release of the District from all claims, demands, grievances, further obligations and liability arising out of Mark Miller's employment with the District.

**FURTHER BE IT RESOLVED:** That the terms of the Settlement Agreement and Release of All Claims Between AFT Local 2121, Mark Miller, and the San Francisco Community College District be consistent with the parameters of the tentative settlement between the Administration and AFT Local 2121, on behalf of Mark Miller.

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute such Settlement Agreement and Release of All Claims Between AFT Local 2121, Mark Miller, and the San Francisco Community College District.

Originator: Peter Goldstein  
with Steve Hale



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

Q2

**DATE:** April 26, 2001

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: SETTLEMENT**

**Authorizing the Administration to enter Into a Settlement Agreement and Release of All Claims Between AFT Local 2121, Elaine Mannon, and the San Francisco Community College District  
(Resolution No. 010426-Q2)**

**BACKGROUND INFORMATION:**

In order to resolve a disputed claim lodged with the District by AFT Local 2121 on behalf of Elaine Mannon, the Administration has negotiated with Elaine Mannon through her Union representative and has reached a tentative settlement. This Resolution seeks to obtain the authority of the Board of Trustees for the Administration to enter into a Settlement Agreement with AFT Local 2121 and Elaine Mannon in return for AFT Local 2121's and Elaine Mannon's release of the District from all claims, demands, grievances, further obligations and liability arising out of Elaine Mannon's employment with the District.

**RECOMMENDATION:**

**RESOLVED:** That the Board of Trustees authorizes the Administration to enter into a non-precedent-setting, one-time-only Settlement Agreement with AFT Local 2121 and Elaine Mannon in return for AFT Local 2121's and Elaine Mannon's release of the District from all claims, demands, grievances, further obligations and liability arising out of Elaine Mannon's employment with the District.

**FURTHER BE IT RESOLVED:** That the terms of the Settlement Agreement and Release of All Claims Between AFT Local 2121, Elaine Mannon, and the San Francisco Community College District be consistent with the parameters of the tentative settlement between the Administration and AFT Local 2121, on behalf of Elaine Mannon.

FURTHER BE IT RESOVLED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute such Settlement Agreement and Release of All Claims Between AFT Local 2121, Elaine Mannon, and the San Francisco Community College District.

Originator: Peter Goldstein  
with Steve Hale





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

Q3

DATE: April 26, 2001  
TO: Board of Trustees  
FROM: Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: SETTLEMENT**

**Authorizing the Administration to enter Into a Settlement Agreement and Release of All Claims Between AFT Local 2121, on its own behalf and on behalf of a specified group of bargaining unit members ("Group Grievants"), and the San Francisco Community College District  
(Resolution No. 010426-Q3)**

**BACKGROUND INFORMATION:**

In order to resolve a disputed claim lodged with the District by AFT Local 2121 on its own behalf and on behalf of Group Grievants, the Administration has negotiated with AFT and has reached a tentative settlement. This Resolution seeks to obtain the authority of the Board of Trustees for the Administration to enter into a Settlement Agreement with AFT Local 2121 in return for AFT Local 2121's release of the District from all claims, demands, grievances, further obligations and liability arising out of Group Grievants' employment with the District.

**RECOMMENDATION:**

**RESOLVED:** That the Board of Trustees authorizes the Administration to enter into a non-precedent-setting, one-time-only Settlement Agreement with AFT Local 2121 in return for AFT Local 2121's release of the District from all claims, demands, grievances, further obligations and liability arising out of Group Grievants' employment with the District.

**FURTHER BE IT RESOLVED:** That the terms of the Settlement Agreement and Release of All Claims Between AFT Local 2121 and the San Francisco Community College District be consistent with the parameters of the tentative settlement between the Administration and AFT Local 2121 on its own behalf and on behalf of Group Grievants.

FURTHER BE IT RESOVLED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute such Settlement Agreement and Release of All Claims Between AFT Local 2121 and the San Francisco Community College District.

Originator: Peter Goldstein  
with Steve Hale



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 26, 2001

**S1**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr.

**SUBJECT: SPECIAL**

**Adoption of Findings of Fact and Conclusions of the Hearing Officer and the Recommendation of the Chancellor for the Expulsion of Student Case No. 000100003  
(Resolution No. 010426-S1)**

**BACKGROUND INFORMATION:**

On February 27, 2001, a hearing was held before a District hearing officer in the question of the suspension/expulsion of a student, case no. 000100003. The hearing officer prepared a report with Findings of Fact and Conclusions. The College administration reviewed the report and recommended expulsion to me. I confirmed the interim suspension and have recommended expulsion of the student.

The Board of Trustees at its closed session on April 26, 2001, confirmed my recommendation.

**RECOMMENDATION:**

**RESOLVED:** That the Board of Trustees of the San Francisco Community College District hereby adopts the Findings of Fact and Conclusions of the Hearing Officer, dated March 15, 2001 and my recommendation dated March 15, 2001.

**FURTHER BE IT RESOLVED:** That pursuant to Education Code Sections 72122 and 76030 the student, case No. 000100003 be and is hereby expelled as a student of the San Francisco Community College District effective April 26, 2001, for cause, including (1) Willful disruption of the orderly operation of the campus; (2) Continued disruptive behavior, continued willful non-compliance, willful and persistent profanity or vulgarity, or the open and/or persistent defiance of the authority of, or persistent abuse of, district personnel or officials acting in the performance of their duties; (3) Assault or battery, abuse, extortion, or any threat of force or violence directed toward any member of the District community (students and employees) or District visitor engaged in authorized activities; (4) Unauthorized entry to or use of District facilities, supplies, equipment, including, computing, networking or information resources (5) Obstruction or disruption of

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DR. PHILIP R. DAY, JR., CHANCELLOR

classes, computer laboratories or study facilities such as the Library or the Learning Assistance Center, student activities, administration, disciplinary procedures, governance processes, or other authorized District activities; (6) Violation of the District's Sexual Harassment Policy; (7) Disorderly, lewd, indecent, obscene, or offensive conduct or expression which interferes with the District's primary educational responsibility; (8) Failure to comply with directions of District officials, faculty, staff or campus police officers who are acting in performance of their duties; (9) Persistent, serious misconduct where other means of correction have failed to bring about proper conduct; and that as a condition of the expulsion, the student be denied access to any and all facilities of the District.

Frank Chong, Originator





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

## FOR INFORMATION ONLY

Honorable Board of Trustees of the  
San Francisco Community College District

Subject: Report on contracts under \$50,000, School of International Education and ESL,  
City College of San Francisco, April 2001

This report is for information only on contracts that the School of International  
Education negotiated under \$50,000 in April 2001.

- New Yorker Travel – Contract total \$750, term May 21, 2001, for a 6 hour English-as-a-Second Language instruction course for Swedish secretaries.

Originator: Joanne Low

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04/26/01 – information only page 1 P. R. DAY, JR., CHANCELLOR





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 26, 2001

**FOR INFORMATION ONLY  
NO ACTION NECESSARY**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: CAPITAL OUTLAY**

**Report on contracts under \$15,000,**

**Office of Facilities Planning, City College of San Francisco  
(010426-FIO)**

## **BACKGROUND INFORMATION:**

This report is for information only as authorized by Resolution 000525-B5 regarding construction contracts that are no more than \$15,000, and to be reviewed by Board Trustees as required by the Education Code Section 81656.

1. **RGA Environmental Inc., (Environmental Hygienist)** – Science Hall Acid Waste Piping Replacement, contract total \$13,415, State Scheduled Maintenance fund. For contractor to provide labor and material; \$5,725 for hazardous material survey, environmental monitoring and air quality sampling testing during the construction and final report; \$7,690 for providing licensed asbestos abatement contractor to cut seventeen (17) access hatches in ceilings.
2. **RGA Environmental Inc., (Environmental Hygienist)** – Science Hall Telecom Closet Ventilation/AC and Abatement; contract total not to exceed \$2,175, General Obligation Bond fund. For contractor to provide labor and material for hazardous material survey and licensed abatement contractor to remove identified hazardous material, and environmental monitoring and air quality sampling testing during the construction and final report.
3. **Sonitrol (Building Burglar Alarm and Security System)** – Early Childhood Mentoring Facility project; contract total \$4,862, Early Childhood Mentoring Grant. For contractor to provide labor and material for building burglar alarm and security system installation for the new modular building at Phelan campus.
4. **Pacific Auxiliary Fire Alarm Co., (Fire Alarm Installer)** – Early Childhood Mentoring Facility project; contract total \$5,556, Early Childhood Mentoring Grant. For contractor to provide material and fire alarm system equipment, shop drawings submittal to Division of State Architects for approval, and labor for programming, testing, and training.
5. **IS Inspection Services (Division of State Architect certified Inspector Of Records)** – Early Childhood Mentoring Facility project, at a cost of not to exceed \$5,000, Early Childhood Mentoring Grant. For contractor to provide construction inspection services as required by Division of State Architects.
6. **RGA Environmental Inc., (Environmental Hygienist)** – Evans Campus Building Seismic Upgrade Investigation and Analysis project; contract total not to exceed \$8,615, COPS fund. For contractor to provide labor and material for hazardous material survey and

04/26/01-FIO, Capital Outlay For Information Only, page 1

BOARD OF TRUSTEES

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licensed abatement contractor to remove identified hazardous material, and environmental monitoring and air quality sampling testing during the construction and final report.

7. **Gabewell (Geotechnical Consultant)** – Evans Campus Building Seismic Upgrade Investigation and Analysis project, contract total of not to exceed \$10,270, COPS. For contractor to provide labor and material to perform soils study and geotechnical data analysis for seismic upgrade engineering and construction work.
8. **RGA Environmental Inc., (Environmental Hygienist)** – Mission Campus Preliminary Plans; contract total not to exceed \$4,950, State Capital Outlay fund. For contractor to provide labor and material for environmental monitoring and air quality sampling testing during the geotechnical soil drilling work and final report.
9. **Floor Craft, (Flooring Contractor)** - Science Hall Room 311 Renovation project, contract total \$3,187, Prop "A" General Obligation Bond fund 42068C-8062-6202-7100-REN. For contractor to provide labor and material for removing existing linoleum flooring, and installing new vinyl floor tiles and wall base.
10. **Adolph Schmidt General Contractors, Inc., (General Contractor)** - Science Hall Room 311 Renovation project, contract total not to exceed \$12,765, Prop "A" General Obligation Bond fund 42068C-8062-6202-7100-REN. For contractor to provide labor and material for patching walls, concrete floor and painting; \$10,005 for construction work; additional \$2,760 to complete work on an overtime basis.
11. **Inland Inspections & Consulting (Division of State Architect certified Inspector Of Records)** – Extended Opportunity Programs Services (EOPS) Facility project, at a cost of not to exceed \$1,000, Partnership For Excellence Grant. For contractor to provide in-plant construction inspection services as required by Division of State Architect.
12. **PSC Associates Inc., (Geotechnical Consultant)** – Extended Opportunities and Program Services (EOPS) Facility project, contract total of not to exceed \$9,500, Partnerships For Excellence grant. For contractor to provide labor and material to perform soils compaction testing and observation services during the construction.



INFORMATION REPORT  
NO ACTION NECESSARY

DATE: 04/26/01  
TO: Board of Trustees  
FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: Chancellor's Report  
Academic Employees  
Acceptance of Resignation  
with the Intent to Retire  
( 010426 – RPT)

The following academic employees have submitted, and the Chancellor has accepted, their resignations pursuant to Governing Board Resolution No. 910228-S7.

**Resignation from District Service with the Intent to Retire**

<u>NAME</u>	<u>STATUS</u>	<u>DEPARTMENT</u>	<u>CAMPUS</u>	<u>EFFECTIVE COB DATE</u>
Hagiwara, Tanako	Full-time	Physical Education	Phelan	05/25/01
Lee, Alfred	Full-time	Chemistry	Phelan	05/25/01
Ohy Gragg, Maki	Full-time	Business	Phelan	05/25/01
Ortez, Donald	Full-time	Latin American St	Phelan	05/25/01
Potter, Steven	Full-time	Dental Lab	Phelan	05/25/01
Scopazzi, John	Full-time	Hotel/Restaurant	Phelan	05/25/01
Shapiro, Anne	Full-time	ESL	Phelan	05/25/01

The following part-time academic employees have notified us of their intention to resign, and the Chancellor has accepted, their resignations pursuant to Governing Board Resolution No. 910228-S7.

**Resignation from District Service with the Intent to Retire**

<u>NAME</u>	<u>STATUS</u>	<u>DEPARTMENT</u>	<u>CAMPUS</u>	<u>EFFECTIVE COB DATE</u>
Lannon, Albert	Part-time	Labor Studies	Downtown	05/25/01
Morgan, Elaine	Part-time	Music	Phelan	05/25/01

Originator: Clara Starr



INFORMATION REPORT  
NO ACTION NECESSARY

**DATE:** 04/26/01  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor  
**Subject:** Chancellor's Report  
Academic Employees  
Acceptance of Resignation  
( 010426 – RPT)

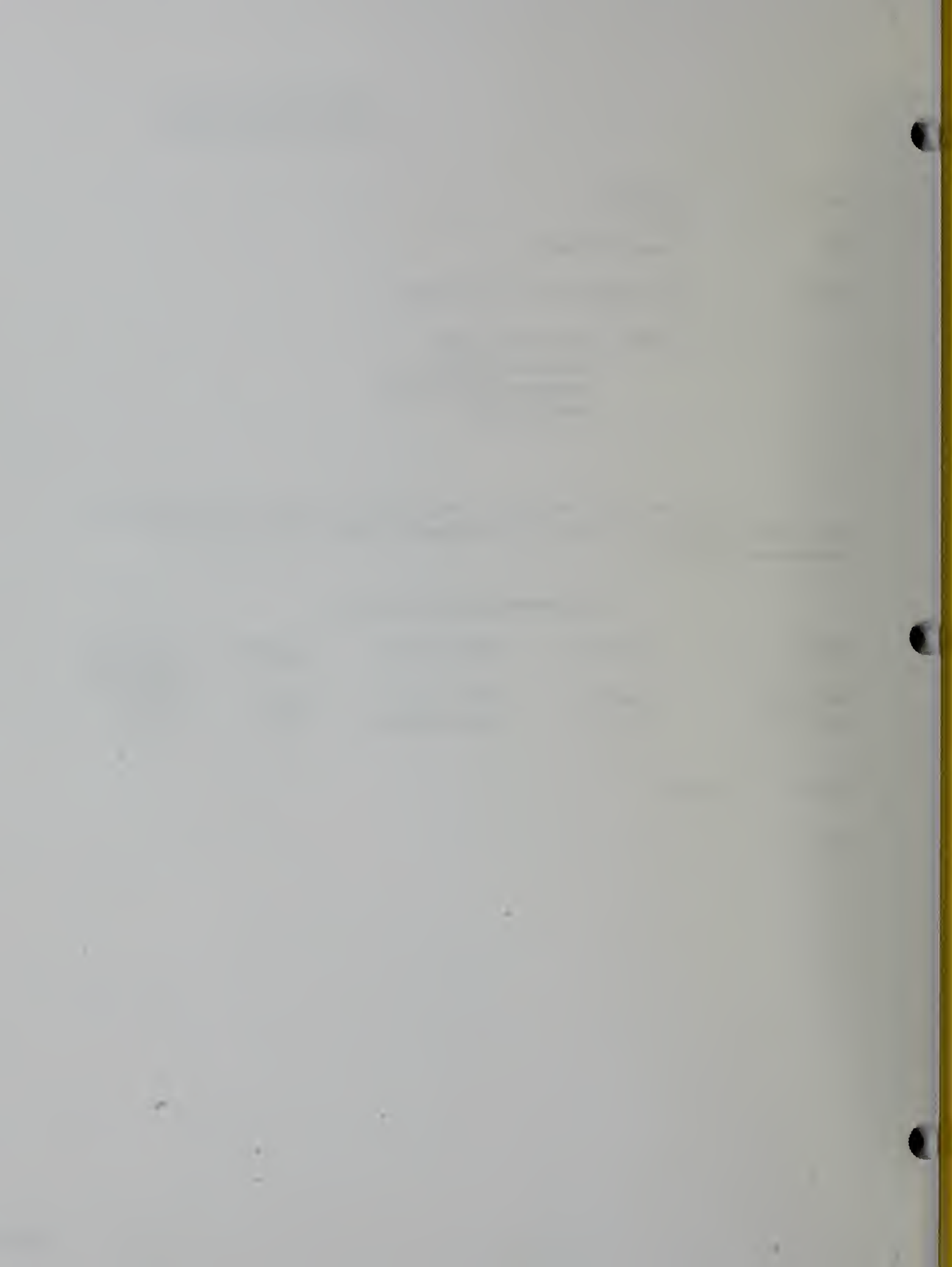
The following part-time academic employees have notified us of their intention to resign, and the Chancellor has accepted, their resignations pursuant to Governing Board Resolution No. 910228-S7.

**Resignation from District Service**

<u>NAME</u>	<u>STATUS</u>	<u>DEPARTMENT</u>	<u>CAMPUS</u>	<u>EFFECTIVE COB DATE</u>
Barton, Gary	Part-time	Health Science	Phelan	05/25/01
Otake, Gary	Part-time	Asian American St	Phelan	05/25/01

Originator: Clara Starr

Page 1 of 1











# OFFICE OF BOARD OF TRUSTEES

50 PHELAN AVENUE BOX E200 • SAN FRANCISCO, CA 94112 • 415 239.3303 • FAX 415 239.3918

## NOTICE

### REGULAR MEETINGS

### OF THE

### BOARD OF TRUSTEES

#### SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

**LOCATION:** OCEAN AVENUE/PHEAN CAMPUS  
PIERRE COSTE DINING ROOM  
50 PHELAN AVENUE, SAN FRANCISCO

**DATE:** **THURSDAY, MAY 31, 2001**

**TIME:** **5:00 PM**

This meeting is normally devoted to Closed Session Topics.

**LOCATION:** OCEAN AVENUE/PHEAN CAMPUS  
PIERRE COSTE DINING ROOM  
50 PHELAN AVENUE, SAN FRANCISCO

**DATE:** **THURSDAY, MAY 31, 2001**

**TIME:** **6:00 PM**

This meeting is normally devoted to Open Session Topics.

SPECIFIC TIMES SUBJECT TO CHANGE.

Call 241-2234 for information.

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5

The San Francisco Community College District does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Persons who wish to request disability-related accommodations including sign-language interpreters should contact Linda R. Jackson, District ADA Coordinator, Office of Affirmative Action, 31 Gough Street, Room 16, San Francisco, CA, 94103, Phone: (415) 241-2281, Fax: (415) 241-2203. Please request accommodations no later than 12 working days prior to the date of the Board meeting in order to assure the best possible arrangements.

DOCUMENTS DEPT.

MAY 29 2001

SAN FRANCISCO  
PUBLIC LIBRARY

#### BOARD OF TRUSTEES

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# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

## AGENDA

### CLOSED SESSION

### BOARD OF TRUSTEES OF THE SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

#### PIERRE COSTE DINING ROOM

50 Phelan Avenue

San Francisco

THURSDAY, May 31, 2001

5:00 P.M.

DOCUMENTS DEPT.

MAY 29 2001

- I. OPEN SESSION  
Announcement of Closed Session Topics

SAN FRANCISCO  
PUBLIC LIBRARY

- II. CLOSED SESSION

- A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (G.C. 54956.8)

Property :	Mission & Chinatown Campuses
	Mission Campus, 106 Bartlett Street, San Francisco
	Chinatown Campus, 940 Filbert Street, San Francisco
Agency Negotiator:	Peter Goldstein
Negotiating parties:	Rafael Parra ( SFUSD)
Under Negotiation:	Price and terms of payment

Property :	324 Havelock Street
	San Francisco, Ca.
Agency Negotiator:	Peter Goldstein
Negotiating parties:	Eugene Moggia
Under Negotiation:	Price and terms of payment

- B. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION  
(G.C. 54956.9)

Significant exposure to litigation pursuant to Gov. Code 54956.9 (b) – 3 cases

Initiation of litigation pursuant to Gov. Code 54956.9 ( c ) – 1 case

- C. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (G.C. 54957)

- D. CONFERENCE WITH LABOR NEGOTIATORS (G.C. 54957.6)

1. Agency Designated Representatives:

Jeffrey Sloan, Carmen Plaza de  
Jennings, Steve Hale and Charles  
Sakai

#### BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR



Employee Organizations: Service Employees International Union (SEIU) 790, American Federation of Teachers (AFT) 2121, Department Chairperson Council (DCC), and Skilled Crafts

2. Agency Designated Representatives:

Jeffrey Sloan, Carmen Plaza de Jennings, Steve Hale and Charles Sakai

Unrepresented Employees: Stationary Engineers, District Designated Managers, Employee Relations Manager, Supervisors, and Confidential Classifications.

**III. OPEN SESSION**

Disclosure of Board actions from Closed Session, pursuant to Government Code 54957.1

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.

## TO MEMBERS OF THE PUBLIC

The Agenda page and accompanying resolutions have been prepared well in advance of the regularly scheduled meeting of the Board of Trustees of the San Francisco Community College District. Please note that Resolutions are subject to amendment and replacement.

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5.

You should be aware of the following (Government Code § 54954.2):

1. Additional agenda items to be acted upon by the Board may be posted at 33 Gough street and in the lobby of Conlan Hall at the Phelan Campus at least 72 hours in advance of the regularly scheduled Board Meeting. Resolutions may also be available at the time of posting, but if not, such resolutions will be available at the Board Meeting.
2. Additional agenda items and resolutions, although not posted as in paragraph 1 above, may still be acted upon by the board at the regular meeting:
  - a) Upon a determination by a majority vote of the Board that an emergency situation exists, as defined in Government Code § 54956.5. Emergency is defined as work stoppage or other activity which severely impairs public health, safety, or both as determined by a majority of the members of the Board, OR crippling disaster which severely impairs public health, safety or both, as determined by a majority vote of the members of the Board, OR
  - b) Upon a determination by a two-thirds vote of the members of the Board present at the meeting or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the agenda being posted 72 hours in advance of the Board Meeting, OR
  - c) The Item was posted 72 hours in advance of a prior meeting of the Board occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.



### **For Members of the Public:**

To facilitate the conduct of business at Board meetings, the following information has been taken from the District's Policy Manual concerning the conduct of Board Meetings.

#### **From PM 1.05 A:**

The order of business may be revised at any meeting when, in the discretion of the President, such revision will benefit the public and/or order of the meeting.

#### **From PM 1.05 L:**

L. Granting the Privilege of the Floor. A person desiring to speak shall be recognized by the Chair only after complying with the following procedures:

For matters appearing on the agenda, an individual desiring to address the Board must complete a "Request to Address Board" card, completing the information thereon including the subject to be addressed. If there is to be a written report presented, a copy(ies) shall be submitted in advance to the Chancellor.

Any person desiring to address the Board on non-agenda items must also complete the "Request to Address Board" card and will be recognized at the end of the agenda. Only items directly related to District business may be presented.

Cards for these purposes are available in the Office of the Chancellor and also at the Board meeting. Completed cards should be presented to the Board President prior to the beginning of the meeting. As a matter of courtesy, the Board encourages people to notify the Chancellor's Office in advance of the Board meeting of their intention to address the Board. Prior to calling for a vote on an item before the Board, the Presiding Officer shall determine if speaker cards have been submitted for that item. Persons who have submitted cards prior to the consideration of the item shall be called upon by the Presiding Officer. Persons who address the Board may address only the agenda item being considered and shall have up to three minutes for comments. Should another person who has submitted a request to speak card in advance of consideration of the item wish to forego speaking on that item, he or she may grant his or her speaking time to another speaker who has also submitted a request to speak card, but in no event shall any speaker have more than two allotments (totaling up to six minutes) of speaker time on any item. However, in order to facilitate the completion of District business, the Presiding Officer may also limit the total length of time allotted to the speakers on a given topic or agenda item which may reduce the individual speaker's time on that topic or item. Speaking too long, being unduly repetitious, or discussing irrelevancies disrupt the meeting, and may result in the forfeiture of speaking opportunities during that meeting.



No oral presentation shall include charges or complaints against any employee of the Board, or otherwise present information, which does not relate directly to the topic at hand or which disrupts or impedes the meeting. All formal charges or complaints against employee, for which a specific grievance or complaint process is not otherwise available, shall be in writing and signed by the person making the charge and shall be filed with the Chancellor who shall, after investigation, take or recommend appropriate action. There shall be no oral presentation or discussion of confidential formal charges or complaints in open public meetings of the Board on Non-agenda items or unless otherwise required by law.

The President of the Board reserves the right of determining the order of the speakers and changing the order of the agenda if it will be of benefit to the public and/or the order of the meeting.

Undue interruptions or other interference's with the orderly conduct of Board business cannot be allowed. Defamatory or abusive personal remarks which disturb or impede the meeting or exceed the bounds of civility necessary to the conduct of District business are always out of order. However, the Board shall not prohibit public criticism of the policies, procedures, programs, or services of the District, or of the acts or omissions of the Board.

The President may terminate the speaker's privilege of address if after being called to order, he or she persists in improper conduct or remarks, or if the speaker fails to speak on the subject matter for which the privilege of the floor was granted.

No oral presentation shall include charges or complaints against any employee of the Board, or otherwise present information, which does not relate directly to the topic at hand or which disrupts or impedes the meeting. All formal charges or complaints against an employee, for which a specific grievance or complaint process is not otherwise available, shall be in writing and signed by the person making the charge and shall be filed with the Chancellor who shall, after investigation, take or recommend appropriate action. There shall be no oral presentation or discussion of confidential formal charges or complaints in open public meetings of the Board on non-agenda items or unless otherwise required by law.

Comments or presentations made by members of the public to the Board do not necessarily reflect the opinion of the Board or of its individual members, nor does the Board necessarily endorse or sanction such comments or presentations. Persons who address the Board on matters of their choosing are solely responsible for the content of such comments or presentations.



**Regular Meeting of the  
Board of Trustees of the  
San Francisco Community College District  
City College of San Francisco  
Pierre Coste Dining Room  
50 Phelan Avenue  
San Francisco  
Thursday, May 31, 2001  
Open Session - 6:00 p.m.**

- I. Roll Call
- II. Pledge of Allegiance
- III. Approval of Minutes  
Regular Meeting Minutes – April 26, 2001
- IV. Adoption of Resolutions Agenda
- V. Approval of Consent Agenda Items as Listed:
- VI. Special Presentations
- VII. Monthly Financial Report – James Kendrix
- VIII. Action on Other Resolutions Agenda Items
- IX. Report from Constituent Groups
  - Academic Senate      - Ophelia Clark, President
  - Associated Students      - Alma Soto, President
  - Classified Senate      - Alice Munoz-Shvarts, President
- X. Board of Trustees' Report



- XI. Chancellor and Staff Reports
- XII. Closed Session Announcements - Legal Counsel Ronald Lee
- XIII. Requests to Speak
- XIV. Adjournment

## **FINANCE**

### **GENERAL FUND**

- B1 - Reviewing and entering into the minutes the SFCCD Quarterly Financial Status Report for the quarter ended March 31, 2001.
- B2 - Authorization be hereby given to contract with WebCT, Inc. to provide technology training, hosting services for City College's On-line courses, and licensing fees for period from June 1, 2001 through June 30, 2002 for a total cost not to exceed \$29,500
- B3 - Authorization be hereby given to contract with Savin Corporation to provide office copier equipment and service to the District beginning July 1, 2001 through June 30, 2002, with the possibility of three single year extensions upon mutual agreement

### **CAPITAL OUTLAY**

- B4 - Authorization to be given to appropriate up to an additional \$208,000 of Prop A Bond funds to be used to fund the design and construction of the Project: Central Shops and Warehouse
- B5 - Authorization for SEVEN ( 7 ) Contract Modification(s) totaling \$170,618 for Special Services Contract(s) and Construction Contract(s); TWO (2) Amendments
- B6 - Authorization be given to contract with RGA Environmental, Inc., for special services and advice to provide the District with complete hazardous material survey, testing, report and construction specification preparation for the District Scheduled Maintenance and Hazardous Substance Abatement projects on an as needed basis
- B7 - Authorization be hereby given to contract with the \_\_\_\_\_ for the project: John Adams Child Development Center Playground Site Improvement and Play Structure Replacement, to be completed on or before June 30, 2001, at a cost of not to exceed \$\_\_\_\_\_



## GRANTS/ CONTRACTS

- B8 - Appropriating all credit funds receivable for the Federal Pell Grant Program of the City College Financial Aid Program for the Fiscal Year 2001-2002
- B9 - Appropriating \$656,906 for the Federal Supplemental Educational Opportunity Grant Program of the City College Student Financial Aid Program, Fiscal Year 2000-2001.
- B10 - Appropriating \$550,457 for the Federal Work-Study Program of the City College Student Financial Aid Program, Fiscal year 2001-2002.
- B11 - Appropriating \$420,000 for the Cal Grant Program of the City College Financial Aid Program for the Fiscal Year 2001-2002 (Credit)
- B12 - Appropriating \$109,938 for the Federal Perkins Loan Program of the City College Student Financial Aid Program, Fiscal Year 2001-2002
- B13 - Appropriating all Non- Credit funds receivable for the Federal Pell Grant Program of the S. F. Community College Campuses Financial Aid Program for the Fiscal Year 2001-2002.
- B14 - Appropriating \$34,230 for the Federal Supplemental Educational Opportunity Grant Program of the Community College Campuses Student Financial Aid Program, Fiscal Year 2000-2001.
- B15 - Appropriating \$14, 487 for the Federal Work-Study Program of the Community College Campuses Student Financial Aid Program, Fiscal year 2001-2002.
- B16 - Appropriating \$4,000 for the Cal Grant Program of the S. F. Community College Campuses Financial Aid Program for the Fiscal Year 2001-2002 (Non-Credit)
- B17 - Authorization to Transfer Federal College Work-Study funds into Federal Supplemental Opportunity Grant funds.
- B18 - Authorization be given to appropriate all funds receivable from the California Department of Education for EL Civics for the period of February 1, 2001 to January 31, 2002 for a total not to exceed \$178,730





- B19 - Authorization be hereby given to submit an application for funds and appropriate all funds receivable upon approval by the California Community Colleges Chancellor's Office, under the Foster & Kinship Care Education Program, for the fiscal year 2001-2002. funding not to exceed to \$89,794
- B20 - Authorization be hereby given to enter into an agreement with YOUNG COMMUNITY DEVELOPERS to employ five CALWORKS students at \$10.00/hr. for the period of June 1, 2001 through June 30, 2001 in the amount not to exceed \$3200
- B21 - Authorization be hereby given to enter into an agreement with START TO FINISH FILES to employ CALWORKS students for the period of May 28, 2001 through June 30, 2001 in the amount not to exceed \$3200
- B22 - Authorization to modify existing Grants totaling \$189,862
- B23 - Authorization hereby be given 1) to contract with the San Francisco International Airport for providing consultation services in implementing phase two of the international terminal activation plan for a total of \$100,000, and 2) to contract with Sue Dyer for providing the special services to the airport at a cost not to exceed \$91,000, for the period of July 1, 2001 to June 30, 2002
- B24 - Authorization hereby be given to contract with SYA Group, Inc. for developing the computer-based modules and web-training program for the emergency respond plan for a cost not to exceed \$80,000, for the period of June 1, 2001 to December 31, 2001
- B25 - Authorization is hereby given to (1) submit a renewal application for funds and (2) appropriate all funds receivable upon approval by Chancellor's Office California Community Colleges, Office of Economic Development for a grant to continue The San Francisco Center for Applied Competitive Technology, for the period July 1, 2001 to June 30, 2002 for a total not to exceed \$178,875
- B26 - Authorization be hereby given to (1) to submit a renewal application for funds and (2) appropriate all funds receivable upon approval by Chancellor's Office California Community Colleges for a grant to continue The Tech Prep Partnership, for the period July 1, 2001 to June 30, 2002 for a total not to exceed \$71,000

THE  
FEDERAL  
BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE  
WASHINGTON, D. C. 20535

MEMORANDUM FOR THE DIRECTOR  
SUBJECT: [Illegible]

TO: [Illegible]

FROM: [Illegible]

RE: [Illegible]

[Illegible]

[Illegible]

[Illegible]

[Illegible]

- B27 - Authorization be given to submit an application and appropriate all funds receivable upon approval from the Mayor's Office of Community Development related to the grant Consulting Services for the period of July 1, 2001, to June 30, 2002, in the amount not to exceed \$65,000
- B28 - Authorization be hereby given for a building modification of the Louise and Claude Rosenberg, Jr. Library and Learning Resource Center Building in order that a Donors Wall be installed on the 4<sup>th</sup> Floor of the Madeleine H. Russell Atrium at a cost not to exceed \$11,000. This will be paid by the Columbia Foundation Funds. Authorization be given to contract with Thomas Swan Sign Co., Inc.,
- B29 - Authorization be hereby given for approval to contract with Norena Badway, to provide special services for the City College of San Francisco for the time period of June 1, 2001, through June 30, 2001, in the amount not to exceed \$18,000
- B30 - Authorization be given to submit an application and appropriate all funds receivable upon approval from the Department of Education (FIPSE) for a grant to establish a National Articulation and Transfer Network for the period of October 1, 2001 to September 30, 2004, in the amount not to exceed \$1,000,000

#### **Equipment, Supplies & Services**

- C1 - Procurement of equipment, supplies, services, etc., less than \$3,000 \* c
- C2 - Procurement of equipment, supplies, services, etc., \$3,000 or more \* c
- C3 - Acceptance of Gifts \* c

#### **Human Resources**

- F1 - Non-Academic Administrative Sabbatical Leave \* c  
- Fall 2001 Resignation Reassignment to Faculty Position
- F2 - Resignation with the Intent to Retire Non-Educational Academic Administrator
- F3 - Appointment Educational Administrator
- G1-9 - Academic Employees, Credit Program, District Funded \* c





- |      |   |  |     |
|------|---|--|-----|
| H1-2 | - | Academic Employees, Credit Program,<br>Categorically Funded  | * c |
| L1   | - | Amending employment contract for<br>the purpose of (a) purchasing tax sheltered annuities, (b)<br>contributing to tax sheltered custodial accounts, for those<br>employees requesting such purchases or contributions, and (c)<br>termination of the amendment to employment contract. | * c |
| L2   | - | Reemployment of Service Retirants under Education<br>Code Section 24214  | * c |
| N1   | - | Academic Employees Community Services Classes  | * c |

**SPECIAL**

- |    |   |  |
|----|---|--|
| S1 | - | Approval of a proclamation for Dr. Kunihiro Ukifune  |
| S2 | - | Adoption of Small Local Business Enterprises (SLBE) Program In<br>Place of the Minority/Woman Business Enterprises Program |

**Information only**

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5.

**Next Board Meeting Date:      June 28, 2001**  
**John Adams Campus**  
**Auditorium**





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 31, 2001

**B1**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: GENERAL FUND**

**Reviewing and entering into the minutes the  
SFCCD Quarterly Financial Status Report for the  
quarter ended March 31, 2001.  
(Resolution No. 010531-B1)**

## **BACKGROUND INFORMATION:**

Title 5 of the California Code of Regulations, Section 58310 requires California's Community College Districts to report quarterly on their financial condition. Starting with the quarter ending September 30, 1987 and quarterly thereafter, districts are required to provide to the State Chancellor's office the completed form CCFS-311Q and a copy of the quarterly financial report.

In order to meet the requirement of Title 5 of the California Code of Regulations, Section 58310 the following resolution is recommended for adoption:

## **RECOMMENDATION:**

**RESOLVED:** That pursuant to Title 5 of the California Code of Regulations, Section 58310 the Quarterly Financial Status Report for the quarter ended March 31, 2001 is hereby reviewed and entered into the minutes of the Board of Trustees of the SFCCD

James Kendrix, Originator

05/31/01 – B1 page 1

### **BOARD OF TRUSTEES**

DR. NATALIE BERG, PRESIDENT • RODEL E. RODIS, VICE PRESIDENT • JOHNNIE L. CARTER, JR.  
DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE  
DR. PHILIP R. DAY, JR., CHANCELLOR





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: May 31, 2001

B2

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., and Chancellor

SUBJECT: **GENERAL FUND**  
**Approval of Special Personnel Services Contracts**  
**With WebCT, Inc.**  
**(Resolution No. 010531-B2)**

## BACKGROUND INFORMATION:

City College of San Francisco began offering on-line courses in Fall 2000. The College has been using WebCT as the course management system as well as the hosting service for its online courses. In addition, the College also licenses the use of WebCT software to support courses where the instructors have developed Web-supplemented components for their lecture courses. The Education Technology Office is responsible for providing the training and support to instructors for both on-line and Web-supplemented courses, and is in the process of hiring staff to provide the on-going training and support. While the technical support staff is being hired, the training of new on-line faculty need will be done by WebCT. In addition, the new support staff will need special "train the trainer" workshops, in order to take over the training functions for the WebCT software, and WebCT system administration training. This resolution is to contract with WebCT for technical training (\$20,000), hosting services (\$8,000) and licensing fees (\$1,500).

The ITS Department general funds will cover the cost of the hosting services and the WebCT licensing fees for a total of \$9,500. The State Chancellor's Office Telecommunications Technology Infrastructure Program (TTIP) Human Resources Funds for technology staff development will cover the cost of the training workshops for \$20,000.

## RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with WebCT, Inc. to provide technology training, hosting services for City College's On-line courses, and licensing fees for period from June 1, 2001 through June 30, 2002 for a total cost not to exceed \$29,500, and



FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator  
Mamie How, Originator



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 31, 2001 **B3**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: GENERAL FUND**  
**Authorization to Contract with Savin Corporation**  
**(Resolution No. 010531-B3)**

## BACKGROUND INFORMATION:

City College has been contracting with six different copier providers. This practice has been confusing for staff, and caused billing issues. In addition, the District has not received the best pricing for copier leases, as there was not sufficient volume with any one vendor. Service standards with several vendors have fallen in the last year, as older machines have been dropped. In addition, with each department selecting copy equipment individually, there was no standardization as to features. As a result, there exists a mix of analog and digital equipment, each requiring specialized supplies.

As the District moves toward its goal of networking all campuses and buildings, all copiers must be configured similarly to allow for their inclusion on the network. Networked copy/printers would allow for efficient use of equipment, sharing of supplies, and make it easier to order equipment for District personnel. It is in the best interest of the District to have one provider of office copiers.

A formal RFP process was conducted in January and February of 2001. Packets were made available to current vendors as well as anyone expressing interest in the proposal. Proposals were received from Danka, IKON, Panasonic Document Systems, Pinnacle Document Systems, Savin, and Xerox. Minolta and Pitney Bowes did not submit a proposal. A weighted average evaluation was used and respondents were evaluated based on price, quality, and experience. The top three respondents were:

Savin	387.6
IKON	350.6
Xerox	332.5

These top three vendors were invited to make presentations. The committee had representation from Administrative, Certificated, and Classified staff. In addition, user input was solicited from the college community through 05/31/01 – B3 page 1

### BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR

Copier Satisfaction Surveys and the ITPC. The committee unanimously selected Savin as the respondent who could best serve the needs of the District.

The contract will cover office/administrative machines (not coin operated or Duplicating Services). All current contracts with other providers will be honored to their conclusion. The new vendor will be phased in as existing contracts expire.

**RECOMMENDATION:**

RESOLVED: That authorization be hereby given to contract with Savin Corporation to provide office copier equipment and service to the District beginning July 1, 2001 through June 30, 2002, with the possibility of three single year extensions upon mutual agreement, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

James Kendrix, Originator



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

Date: May 31, 2001

B4

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**  
**Authorization to Appropriate Funds for Central Shops**  
**And Warehouse Project**  
**(Resolution No. 010531 – B4)**

## BACKGROUND INFORMATION:

In December 1998 the Board Trustees approved Resolution No. 981217-B6, thereby appropriating \$250,000 of Prop A Bond funds to pay for redesign work necessary to secure approximately \$4 million in state funds for the Central Shops and Warehouse Project and for mitigating the hazardous waste problem associated with the current site. The redesign work was needed because neighborhood opposition to the original site in 1992 led to the selection of the current building site which required an entirely new design. Unfortunately the state refused to pay for the redesign and the State Budget Act of 1994 actually included a provision that prohibited the District from seeking any additional funds for the project.

During the course of performing the construction work, the District discovered a conflict between the design of a roadway and a water main. The resolution of this conflict required additional design and construction work. The District is pursuing a claim of \$150,000 against the consultant who is responsible for the error that led to these additional costs. As stated earlier, no additional State funding is available to pay for these costs, therefore it is necessary to appropriate General Obligation Bond funds from the "Phelan Campus Infrastructure" category to cover these costs. If the District is successful in pursuing its claim, the \$150,000 will be returned to the bond fund to pay for other infrastructure projects.

The remaining \$58,000 is for additional local permit fees, moving costs, and architectural work unrelated to the roadway error, that are needed to complete the project. These costs are all bond eligible expenditures. This resolution would appropriate a total of \$208,000 of Prop A Bond funds to pay for the above mentioned costs, but the net charge to the bond fund will be reduced by any recoveries from the previously mentioned claim, and the final cost to the Bond fund could be as low as \$58,000.

05/31/01 – B4 page 1

### BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR



**RECOMMENDATION:**

RESOLVED: Authorization to be given to appropriate up to an additional \$208,000 of Prop A Bond funds to be used to fund the design and construction of the Project: Central Shops and Warehouse, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator  
w/ David Liggett



DATE: May 31, 2001

B5

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: CAPITAL OUTLAY  
Authorization for EIGHT ( 8 ) Contract Modification(s) totaling \$175,618 for Special Services  
Contract(s) and Construction Contract(s); TWO (2) Amendments  
(Resolution No. 0010531-B5)

BACKGROUND INFORMATION:

ORIGINAL RESOLUTION NUMBER	GRANTOR/ CONTRACTOR	ORIGINAL CONTRACT AMOUNT	PREVIOUS CONTRACT MODIFICATION(S) AMOUNT	REQUESTED CONTRACT MODIFICATION AMOUNT	NEW CONTRACT AMOUNT	COMMENTS
A 990930-B15 Central Shops & Warehouse Facility	Global Project Management (Project Management)	\$5,000	Amend \$35,000 To \$45,000	Amend CM #04 - \$15,000 To CM #05 - \$15,000	Amend \$55,000 To \$65,000	Amendment to the approved 010329-B5c Contract Modification resolution No additional cost.
B 000427-B13 Design Work For Capital Projects	Kaplan McLaughlin Diaz Architects (Project Architect)	Amend \$50,000 To \$55,500	Amend \$0 To \$7,843	Amend CM #01 - \$15,000 To CM #03 - \$18,000	Amend \$65,000 To \$81,843	Amendment to the approved 010222-B7c Contract Modification resolution No additional cost.
C 010329-FIO3 Early Childhood Mentoring Facility	LC Electric, Inc., (Electrical Contractor)	\$1,000	\$0	CM #01 - \$625	\$1,625	Project Budget: \$318,785 Project Encumb & Pay't To Date (Include This Contract Modification): \$148,465
D 010426-B5 Early Childhood Mentoring Facility	A. Ruiz Construction Co. & Assoc. Inc., (General Contractor)	\$118,750	\$0	CM #01 - \$12,185	\$130,935	Additional cost for electrical usage monitoring equipment rental Project Budget: \$318,785 Project Encumb & Pay't To Date (Include This Contract Modification): \$160,650
						\$8,767.50 for modification of the contract electrical requirements, \$3,417.14 for unforeseen sidewalk condition

ORIGINAL RESOLUTION NUMBER	GRANTOR/ CONTRACTOR	ORIGINAL CONTRACT AMOUNT	PREVIOUS CONTRACT MODIFICATION(S) AMOUNT	REQUESTED CONTRACT MODIFICATION AMOUNT	NEW CONTRACT AMOUNT	COMMENTS
E 010426-B12 Science Hall Transfer Center Room S-120 Renovation	NEMA Construction (General Contractor)	\$29,340	\$0	CM #01 - \$6,490	\$35,830	Project Budget: \$130,000 Project Encumb & Pay't To Date (Include This Contract Modification): \$35,830  Additional modification work due to the unforeseen site conditional
F 010426-B11 Science Hall Telecom Closet Ventilation/AC and Abatement	Adolf Schmidt General Contractors (General Contractor)	\$49,866	\$0	CM #01 - \$3,260	\$53,126	Project Budget: \$63,800 Project Encumb & Pay't To Date (Include This Contract Modification): \$57,627  \$2,435 for additional cabinet with doors and locks in RM 107, \$1,822 for revised soffit detail work in RM 107 & 262, (\$597) for credit for plywood in 6 area, and (\$946) credit for N & S wall soffit deletion.
G 000622-B14b John Adams Main Building Entrance Doors Replacement	Automatic Door Systems, Inc., (General Contractor)	\$88,086	\$15,133	CM #03 - \$4,768	\$107,987	Project Budget: \$110,000 Project Encumb & Pay't To Date (Include This Contract Modification): \$107,987
H 990930-B12 Stadium Field House Facility	March Li Wong Architects (Project Architect)	\$42,300	\$13,716	CM #04 - \$20,000	\$76,016	Various door hardware installation Project Budget: \$144,420 Project Encumb & Pay't To Date (Include This Contract Modification): \$99,234
I 000127-B2 Phelan Campus Building Infrastructure Wiring	Semans Communications, Inc., (General Contractor)	\$1,383,366	\$375,500	CM #05 - \$123,290	\$1,882,156	Additional schematic design and presentational rendering services Project Budget: \$1,900,000 Project Encumb & Pay't To Date (Include This Contract Modification): \$1,882,156  \$48,705.14 for additional wiring in Cloud Hall 1 <sup>st</sup> floor (Film & Police area), \$18,308.64 for B-213 wiring, \$5,869.42 for B-500 backbone & student lab wiring, \$43,923.91 for graveyard & swing shift labor cost, and \$6,482.67 for Balmaine water damage repairs.

ORIGINAL RESOLUTION NUMBER	GRANTOR/ CONTRACTOR	ORIGINAL CONTRACT AMOUNT	PREVIOUS CONTRACT MODIFICATION(S) AMOUNT	REQUESTED CONTRACT MODIFICATION AMOUNT	NEW CONTRACT AMOUNT	COMMENTS
J 000427-B13 Design Work For Capital Projects	Kaplan McLaughlin Diaz Architects (Project Architect)	\$55,500	\$25,843	CM #05 - \$5,000	\$86,843	Additional project management and coordination services to finalize the 2001 Bond proposal.
	Total			\$175,618		

**RECOMMENDATION:**

**RESOLVED:** That the Board authorizes the specified modifications to the resolutions as indicated in the table, and

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator  
W/ David Liggett







# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: May 31, 2001

B6

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

**Subject: CAPITAL OUTLAY  
Authorization to Award Special Services to  
RGA Environmental, Inc.,  
(Resolution No. 010531 – B6)**

## BACKGROUND INFORMATION:

*Project: Hazardous material survey, testing, report and construction specification preparation for the District's Scheduled Maintenance, Hazardous Substance Abatement, Partnership For Excellence, Early Childhood Mentoring Program, and General Obligation Bond funded projects on an as needed basis*

The District wishes to contract with RGA Environmental, Inc., to provide Hazardous Material survey, testing, report, construction specification writing and monitoring services for District's Scheduled Maintenance, Hazardous Substance Abatement, Partnership For Excellence, Early Childhood Mentoring Program, and General Obligation Bond funded projects on an as needed basis. RGA Environmental Inc., has been contracted with District's Operation Department to review and evaluate District's hazardous material storing and handling process, and facilitate the District on complying with Federal, State and City and County's environmental regulations.

The District is the process of preparing the "Request for Qualifications" for the Prop "A" Local General Obligation Bond, Scheduled Maintenance, and Hazardous Substance Abatement projects. The College will use a comprehensive outreach effort to encourage prospective qualified individuals and Environmental Hygienist firms to respond to the RFQ, and Facilities Planning staff will review and score the responses according to the published criteria. The "Request for Qualifications" advertisement and selection process will require approximately minimum of four months to shortlist a pool of qualified vendors for Board Trustees approval to contract with.

This service is needed for meeting the short-term, immediate needs for the construction projects scheduled for the remaining seven-month period in year 2001 for the identified projects. The as-needed contract with RGA Environmental Inc., for each project will be reported in the "For Information Only" resolution for construction contracts that are no more than \$15,000 to Board Trustees as required by the Education Code Section 81656.

05/31/2001 – B6 page 1

## BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR



**RECOMMENDATION:**

RESOLVED: That authorization be given to contract with RGA Environmental, Inc., for special services and advice to provide the District with complete hazardous material survey, testing, report and construction specification preparation for the District Scheduled Maintenance and Hazardous Substance Abatement projects on an as needed basis, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator  
W/ David Liggett



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: May 31, 2001

B7

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **Capital Outlay**  
**Authorization to Award Construction Contract with –**

(Resolution No. 010531-B7)

## BACKGROUND INFORMATION:

Project: *John Adams Child Development Center Playground Site Improvement and Play Structure Replacement*  
*(in process of obtaining cost proposal)*

The District received cost proposals from Contractors. The District wishes to contract with \_\_\_\_\_ for the project: John Adams Child Development Center Playground Site Improvement and Play Structure Replacement. The contractor will provide labor and material for the playground site grading and drainage.

City College of San Francisco, has been working with San Francisco Conservation Corps (SFCC) on the John Adams Child Development Center playground structure replacement project as part of the 1999 Public Space Improvement Program funded through Mayor's Office of Community Development (MOCD) with project budget of \$110,100.

The Architectural and Engineering services for design development and construction bidding of the play structure replacement work have been administrated by the San Francisco Conservation Corps. The District was asked on May 07, 2001 to fund the estimated \$50,000 site drainage correction work and the associated additional Architectural and Engineering services, which was not anticipated by the San Francisco Conservation Corps. If the District had not taken action before May 11, 2001, the play structure replacement work would have been cancelled, a project valued at about \$150,000. By committing to bring this resolution before the Board with a contractor cost proposal, the cancellation was postponed.

In an attempt to secure the MOCD funding for play structure replacement work, the District is required to commit additional funding to complete the site drainage correction work before the MOCD's 1999 Public Space Improvement Program Grant expires at the end of 2001 Fiscal Year. The District has identified the 1997 Prop "A" Bond as the funding source for the playground site drainage correction work, and obtained a cost proposal for the work.

## BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR

**RECOMMENDATION:**

RESOLVED: That authorization be hereby given to contract with the \_\_\_\_\_ for the project: John Adams Child Development Center Playground Site Improvement and Play Structure Replacement, to be completed on or before June 30, 2001, at a cost of not to exceed \$\_\_\_\_\_, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator  
w/ David Liggett



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:**

May 31, 2001

**B8**

**TO:**

Board of Trustees

**FROM:**

Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: GRANT**

**Appropriating all credit funds receivable for the Federal Pell Grant Program of the City College Financial Aid Program for the Fiscal Year 2001-2002  
(Resolution No. 010531-B8)**

## **BACKGROUND INFORMATION:**

Students apply for the Pell Grant program using the Free Application for Federal Student Aid (FAFSA). CCSF is then informed electronically via the Institutional Student Information Record (ISIR) whether or not the applicants are eligible for the Pell Grant Program.

The United States Department of Education issues an initial allocation, which is a portion of the estimated need, making a supplemental submission of ISIR documents necessary. Through additional ISIR documents we request the additional funding necessary to award students. There is no District matching contribution required for the Pell Grant Program.

Each year SFCCD advances funds to cover the Pell Grant Program funds. It is requested that SFCCD advance \$6,200,000 to cover the Pell Grant Program for the fiscal year 2001-2002 to pay all eligible students in a timely fashion, as per past practice.

## **RECOMMENDATION:**

**RESOLVED:** That the following appropriation be made in the Student Financial Aid Fund to cover the following project for the period July 1, 2001 to June 30, 2002 in the amount of the allocation contained in the U. S. Department of Education official Authorization Letter(s).

### **FEDERAL REVENUES**

U.S. Department of Education

Federal Student Financial Aid Program

Federal Pell Grant Program, CFDA

**\$6,200,000**

05/31/01 – B8 page 1

#### **BOARD OF TRUSTEES**

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DR. PHILIP R. DAY, JR., CHANCELLOR



**EXPENDITURES**

City College of San Francisco  
Federal Pell Grant Program

\$6,200,000

FURTHER BE IT RESOLVED: Such appropriation shall be increased or decreased in accordance with the amount made available for 2001-2002 by cash receipts or allocations from the U.S. Department of Education and/or the State of California or by amounts carried over from the prior fiscal year, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees, are hereby authorized to deposit to and expend from a separate commercial bank account at the Wells Fargo bank, the amounts appropriated and budgeted for this program in accordance with the federal regulations of the program, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees, are hereby authorized to execute all documents necessary to record this appropriation and to submit any and all reports required by the U.S. Department of Education in the administration of said program.

Jorge Bell, Originator





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 31, 2001

**B9**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: GRANT**

**Appropriating \$656,906 for the Federal Supplemental Educational Opportunity Grant Program of the City College Student Financial Aid Program, Fiscal Year 2000-2001.  
(Resolution No. 010531-B9 )**

**BACKGROUND INFORMATION:**

The U.S. Department of Education has allocated an award of \$656,906 for the operation of the Federal Supplemental Educational Opportunity Grants Program at City College for 2001-2002. The purpose of this program is to offer financial assistance to needy students in the form of grants, which do not need to be repaid.

The institution must contribute a certain percentage of the funds awarded to its students under the FSEOG program. The federal share of FSEOG awards for the 2001-2002 is 75%.

The 25% non-federal share must come from the institution's own resources, including:

- Institutional Grants and Scholarships
- Tuition and Fee Waivers
- State Scholarships, and
- Foundation or other charitable organization's funds.

The institution may carry out this match in any of three methods:

- On a program level by contributing the required percentage of funds to the program,
- On an aggregate student level by totaling all the sources of non-federal aid made available to all FSEOG recipients and demonstrating that this total meets the required percentage, or
- On an individual student level.

**RECOMMENDATION:**

RESOLVED: That the following appropriation be made in the Student Financial Aid Fund to cover the following project for the period July 1, 2001 through June 30, 2002.

The total program cost is \$875,875 and the sources of funding are as follows:

**REVENUES**

Federal Revenues

U.S. Department of Education  
Federal Supplemental Educational  
Opportunity Grant

\$656,906

Local Revenues

SFCCD Institutional Match

\$218,969

Total

\$875,875

**EXPENDITURES**

U.S. Department of Education (CFDA# 84:007)  
(Credit Division)

Federal Supplemental Educational  
Opportunity Grant

75%

\$656, 906

Required Institutional Match

Matching Contribution  
Student Financial Aid

25%

\$218,969

Total Program Cost

\$875, 875

The non-federal share matching contribution will be satisfied on an aggregate student level by totaling all the sources on non-federal aid made available to all FSEOG recipients and demonstrating that this total meets the required 25% match for the 2001-2002 award year.

FURTHER BE IT RESOLVED: Such appropriation shall be increased or decreased in accordance with the amount made available for the 2001-2002 by cash receipts or allocations from the United States Department of Education and/or the California Student Aid Commission or by amounts carried over from prior fiscal year, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor or Finance and Administration, and/or their designees, are hereby authorized to execute all documents necessary to record this appropriation and to submit any and all reports required by the U.S. Department of Education in the administration of said program, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees, are hereby authorized to deposit to and expend from a separate commercial bank account at the Wells Fargo bank, the amounts appropriated and budgeted for this program in accordance with the federal regulations of the said program.

Jorge Bell, Originator





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: May 31, 2001 B10

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: **GRANT**  
**Appropriating \$550,457 for the Federal Work-Study Program of the City College Student Financial Aid Program, Fiscal year 2001-2002.**  
**(Resolution No.010531-B10)**

## BACKGROUND INFORMATION:

The credit Federal College Work Study funds consist of 75% (\$550,457) provided by the United States Department of Education and 25% (\$183,486) in matching funds provided by the SFCCD. The purpose of the program is to offer financial aid to students in the form of employment.

The College has in the past offered a portion of the Work-Study allocation of off-campus agencies so that students can get experience working in the community. All institutions of higher education with Title IV programs have been mandated to allocate 5% of the Federal Work-Study funds to community services. This allocation has to be 75% from Federal funds and 15% from the matching District funds. The off-campus agencies contribute 10% in matching funds to cover the cost of the aid.

The total amount available for the program is \$733,943 and the source of funding is as follows:

## REVENUES

### Federal Revenues

U.S. Department of Education	
Federal Work-Study Credit Program	\$550,457

### Local Revenues

SFCCD Institutional Match	<u>\$183,486</u>
---------------------------	------------------

Total	\$733,943
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## **EXPENDITURES**

### **Federal Work- Study Program (CFDA# 84:033)** **( Credit)**

#### **On-Campus Program**

Department of Education Contribution	(75%)	\$522,934
College Contribution	(25%)	<u>\$175,312</u>
		\$697,246

#### **Community Service Program**

Dept. of Education Contribution	(75%)	\$ 27,522
College Contribution	(15%)	5,505
Community Service Contribution	(10%)	<u>3,670</u>
		\$ <u>36,697</u>

**Total Program Cost** **\$733,943**

The SFCCD total matching cash contribution of \$183,486 will be budgeted in account No. U-4900-7560-6720-S.

## **RECOMMENDATION:**

RESOLVED: That the following appropriation be made to the Student Financial Aid Fund to cover the period of July 1, 2001 through June 30, 2002, and

FURTHER BE IT RESOLVED: Such appropriation shall be increased or decreased in accordance with the amount made available for the 2001-2002 by cash receipts or allocations from the Department of Education and/or the California Student Aid Commission or by amounts carried over from the prior fiscal year, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee, are hereby authorized to execute all documents necessary to record the appropriation and to submit any and all reports requested by the U.S. Department of Education in the administration of said program.

Jorge Bell, Originator



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 31, 2001 **B11**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: GRANT**

**Appropriating \$420,000 for the Cal Grant Program of the City College Financial Aid Program for the Fiscal Year 2001-2002**

**(Credit)**

**(Resolution No.010531-B11)**

## **BACKGROUND INFORMATION:**

In the Cal Grant Program, students are awarded Cal Grant B or Cal Grant C based on the information in their application for Federal Student Aid and the students' grade point average. The new students are sent a California Aid Report (CAR). The Student Aid Commission notifies the post-secondary institution of the maximum award per student per school year. The institution cannot control or predict with accuracy the number of students who may receive Cal Grant B or Cal Grant C at CCSF.

The California Student Aid Commission awards an initial allocation to the SFCCD, which represents a portion of its annual Cal Grant. This is in order to facilitate payments to students. The Financial Aid Office is required to submit reconciliation documents to the California Student Aid Commission on a monthly basis. Based on the documented need in the monthly reconciliation statements, the California Student Aid Commission provides additional funding.

A District matching contribution is not required for the Cal Grant Program. The SFCCD does not apply for the funds; it is an entitlement program.

Every year SFCCD advances all funds necessary to cover the Cal Grant awards. The monthly reconciliation documents serve as billing statements through which SFCCD recovers the funds advanced.

It is requested that SFCCD advance \$420,000 to cover the Cal Grant Program for the fiscal year 2001-2002 to pay all eligible students in a timely fashion, as per past practice.

**RECOMMENDATION:**

RESOLVED: That the following appropriation be made in the Student Financial Aid Fund to cover the following project for the period July 1, 2001 to June 2002 in the amount of the allocation contained in the California Student Aid Commission Official Authorization Letter (s).

**STATE OF CALIFORNIA REVENUES**

California Student Aid Commission	\$420, 000
Cal Grant Program	

**EXPENDITURES**

City College of San Francisco	\$420, 000
Cal Grant Program	

FURTHER BE IT RESOLVED: Such appropriation shall be increased or decreased in accordance with the amount made available for 2001-2002 by cash receipts or allocations from the Department of Education and/or the California Student Aid Commission or by amounts carried over from the prior fiscal year, and

FURTHER BE IT RESOLVED; That authorization is hereby given to execute all documents necessary to record this appropriation and to submit any and all reports required by the California Student Aid Commission in the administration of said program, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees, are hereby authorized to deposit to and expend from a separate commercial bank account at the Wells Fargo Bank, the amounts appropriated and budgeted for this program in accordance with the State regulations of the program.

Jorge Bell, Originator





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: May 31, 2001

B12

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: GRANT**

**Appropriating \$109,938 for the Federal Perkins Loan Program of the City College Student Financial Aid Program, Fiscal Year 2001-2002  
(Resolution No. 010531-B12)**

**BACKGROUND INFORMATION:**

The U.S. Department of Education has allocated to the City College of San Francisco the amount of \$109,938 for the operation of the Federal Perkins Loan Program, formerly known as National Defense Student Loan Program), for fiscal year 2001-2002. The loans are interest-free while students carry at least a half-time academic load at City College. The repayment period of the Federal Perkins Loan begins nine months after students cease to carry at least a half-time academic load at City College. The Federal Perkins Loan Program requires an institutional match.

**RECOMMENDATION:**

**RESOLVED:** That the following appropriation be made to the Student Aid Fund to cover the period of July 1, 2001 to June 30, 2002.

The total program cost is \$146,584 and the sources of funding are as follows:

**REVENUES**

Federal Revenues

U.S. Department of Education  
Federal Perkins Loan Program

\$109,938

Local Revenues

SFCCD – Institutional Match

\$ 36,646

Total

\$146,584

## EXPENDITURES

<u>U.S. Department of Education (CFDA# 84:038)</u>	
Federal Perkins Loan Program	\$109,938
<u>Required Institutional Match</u>	
Cash Contribution:	
Student Financial Aid	<u>\$ 36,646</u>
<u>Total Program Cost</u>	\$146,584

The SFCCD matching cash contribution of \$36,646 will be budgeted in U-4900-7560-6720-S and transferred out to Financial Aid Fund.

FURTHER BE IT RESLOVED: Such appropriation shall be increased or decreased in accordance with the amount made available for 2001-2002 by cash receipts or allocations from United States Department of Education and/or the California Student Aid Commission or by amounts carried over from the prior fiscal year, and

FURTHER BE IT RESOLVED: That authorization be hereby given to execute all documents necessary to record this appropriation and to submit any and all reports required by the U.S. Department of Education in the administration of said program, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees, are hereby authorized to deposit to and expend from a separate commercial bank account at the Wells Fargo Bank, the amounts appropriated for this program in accordance with the Federal regulations of the program.

Jorge Bell, Originator





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 31, 2001 **B13**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: GRANT**

**Appropriating all Non-Credit funds receivable for the Federal Pell Grant Program of the S. F. Community College Campuses Financial Aid Program for the Fiscal Year 2001-2002.  
(Resolution No. 010531-B13)**

**BACKGROUND INFORMATION:**

Students apply for the Pell Grant program using the Free Application for Federal Student Aid (FAFSA). CCSF is then informed electronically via the Institutional Student Information Record (ISIR) whether or not the applicants are eligible for the Pell Grant Program.

The United States Department of Education issues an initial allocation, which is a portion of the estimated need, making a supplemental submission of ISIR documents necessary. Through additional ISIR documents we request the additional funding necessary to award students. There is no District matching contribution required for the Pell Grant Program.

Each year SFCCD advances funds to cover the Pell Grant Program funds. It is requested that SFCCD advance \$500,000 to cover the Pell Grant Program for the fiscal year 2001-2002 to pay all eligible students in a timely fashion, as per past practice.

**RECOMMENDATION:**

**RESOLVED:** That the following appropriation be made in the Student Financial Aid Fund to cover the following project for the period July 1, 2001 to June 30, 2002 in the amount of the allocation contained in the U. S. Department of Education official Authorization Letter(s).

**FEDERAL REVENUES**

U.S. Department of Education	
Federal Student Financial Aid Program	
Federal Pell Grant Program, CFDA	\$500,000

05/31/01 – B13 page 1

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DR. PHILIP R. DAY, JR., CHANCELLOR

## EXPENDITURES

City College of San Francisco  
Federal Pell Grant Program

\$500,000

FURTHER BE IT RESOLVED: Such appropriation shall be increased or decreased in accordance with the amount made available for 2001-2002 by cash receipts or allocations from the U.S. Department of Education and/or the State of California or by amounts carried over from the prior fiscal year, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees, are hereby authorized to deposit to and expend from a separate commercial bank account at the Wells Fargo bank, the amounts appropriated and budgeted for this program in accordance with the federal regulations of the program, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees, are hereby authorized to execute all documents necessary to record this appropriation and to submit any and all reports required by the U.S. Department of Education in the administration of said program.

Jorge Bell, Originator



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 31, 2001

**B14**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: GRANT**

**Appropriating \$34,230 for the Federal Supplemental Educational Opportunity Grant Program of the Community College Campuses Student Financial Aid Program, Fiscal Year 2000-2001.**

**(Resolution No. 010531-B14 )**

## **BACKGROUND INFORMATION:**

The U.S. Department of Education has allocated an award of \$34, 230 for the operation of the Federal Supplemental Educational Opportunity Grants Program at City College for 2001-2002. The purpose of this program is to offer financial assistance to needy students in the form of grants, which do not need to be repaid.

The institution must contribute a certain percentage of the funds awarded to its students under the FSEOG program. The federal share of FSEOG awards for the 2001-2002 is 75%.

The 25% non-federal share must come from the institution's own resources, including:

- Institutional Grants and Scholarships
- Tuition and Fee Waivers
- State Scholarships, and
- Foundation or other charitable organization's funds.

The institution may carry out this match in any of three methods:

- On a program level by contributing the required percentage of funds to the program,
- On an aggregate student level by totaling all the sources of non-federal aid made available to all FSEOG recipients and demonstrating that this total meets the required percentage, or
- On an individual student level.

## **RECOMMENDATION:**

RESOLVED: That the following appropriation be made in the Student Financial Aid Fund to cover the following project for the period July 1, 2001 through June 30, 2002.

The total program cost is \$45, 640 and the sources of funding are as follows:

### **REVENUES**

#### Federal Revenues

U.S. Department of Education

Federal Supplemental Educational  
Opportunity Grant

\$34, 230

#### Local Revenues

SFCCD Institutional Match

11, 410

Total

\$45, 640

### **EXPENDITURES**

#### U.S. Department of Education (CFDA# 84:007)

Federal Supplemental Educational  
Opportunity Grant

75%

\$34, 230

#### Required Institutional Match

Matching Contribution

Student Financial Aid

25%

11, 410

Total Program Cost

\$45, 640

The non-federal share matching contribution will be satisfied on an aggregate student level by totaling all the sources on non-federal aid made available to all FSEOG recipients and demonstrating that this total meets the required 25% match for the 2001-2002 award year.

FURTHER BE IT RESOLVED: Such appropriation shall be increased or decreased in accordance with the amount made available for the 2001-2002 by cash receipts or allocations from the United States Department of Education and/or the California Student Aid Commission or by amounts carried over from prior fiscal year, and



FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor or Finance and Administration, and/or their designees, are hereby authorized to execute all documents necessary to record this appropriation and to submit any and all reports required by the U.S. Department of Education in the administration of said program, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees, are hereby authorized to deposit to and expend from a separate commercial bank account at the Wells Fargo bank, the amounts appropriated and budgeted for this program in accordance with the federal regulations of the said program.

Jorge Bell, Originator







# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: May 31, 2001

B15

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: GRANT**

**Appropriating \$14, 487 for the Federal Work-Study Program of the Community College Campuses Student Financial Aid Program, Fiscal year 2001-2002.**

**(Resolution No.010531-B15)**

**BACKGROUND INFORMATION:**

The Non-Credit Federal College Work Study funds consist of 75% (\$14, 487) provided by the United States Department of Education and 25% (\$4, 829) in matching funds provided by the SFCCD. The purpose of the program is to offer financial aid to students in the form of employment.

The College has in the past offered a portion of the Work-Study allocation of off-campus agencies so that students can get experience working in the community. All institutions of higher education with Title IV programs have been mandated to allocate 5% of the Federal Work-Study funds to community services. This allocation has to be 75% from Federal funds and 15% from the matching District funds. The off-campus agencies contribute 10% in matching funds to cover the cost of the aid.

The total amount available for the program is \$19, 316 and the source of funding is as follows:

**Revenues**

**Federal Revenues**

U.S. Department of Education	
Federal Work-Study Non-Credit Program	\$14, 487

**Local Revenues**

SFCCD Institutional Match	\$ 4, 829
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Total	\$19, 316
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05/31/01 – B15 page 1

**BOARD OF TRUSTEES**

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## **EXPENDITURES**

### Federal Work- Study Program (CFDA# 84:033)

#### Non-Credit Program

##### On-Campus Program

Department of Education Contribution	(75%)	\$13, 763
College Contribution	(25%)	<u>\$ 4, 587</u>
		\$18, 350

##### Community Service Program

Dept. of Education Contribution	(75%)	\$ 724
College Contribution	(15%)	145
Community Service Contribution	(10%)	<u>97</u>
		966

Total Program Cost \$19, 316

The SFCCD total matching cash contribution of \$4,829 will be budgeted in account No. U-4900-7560-6720-S.

## **RECOMMENDATION:**

RESOLVED: That the following appropriation be made to the Student Financial Aid Fund to cover the period of July 1, 2001 through June 30, 2002, and

FURTHER BE IT RESOLVED: Such appropriation shall be increased or decreased in accordance with the amount made available for the 2001-2002 by cash receipts or allocations from the Department of Education and/or the California Student Aid Commission or by amounts carried over from the prior fiscal year, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee, are hereby authorized to execute all documents necessary to record the appropriation and to submit any and all reports requested by the U.S. Department of Education in the administration of said program.

Jorge Bell, Originator



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: May 31, 2001

**B16**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: GRANT**

**Appropriating \$4,000 for the Cal Grant Program of the S. F. Community College Campuses Financial Aid Program for the Fiscal Year 2001-2002 (Non-Credit)  
(Resolution No.010531-B16)**

**BACKGROUND INFORMATION:**

In the Cal Grant Program, students are awarded Cal Grant B or Cal Grant C based on the information in their application for Federal Student Aid and the students' grade point average. The new students are sent a California Aid Report (CAR). The Student Aid Commission notifies the post-secondary institution of the maximum award per student per school year. The institution cannot control or predict with accuracy the number of students who may receive Cal Grant B or Cal Grant C at CCSF.

The California Student Aid Commission awards an initial allocation to the SFCCD, which represents a portion of its annual Cal Grant. This is in order to facilitate payments to students. The Financial Aid Office is required to submit reconciliation documents to the California Student Aid Commission on a monthly basis. Based on the documented need in the monthly reconciliation statements, the California Student Aid Commission provides additional funding.

A District matching contribution is not required for the Cal Grant Program. The SFCCD does not apply for the funds; it is an entitlement program.

Every year SFCCD advances all funds necessary to cover the Cal Grant awards. The monthly reconciliation documents serve as billing statements through which SFCCD recovers the funds advanced.

It is requested that SFCCD advance \$4, 000 to cover the Cal Grant Program for the fiscal year 2001-2002 to pay all eligible students in a timely fashion, as per past practice.

**RECOMMENDATION:**

**RESOLVED:** That the following appropriation be made in the Student Financial Aid Fund to cover the following project for the period July 1, 2001 to June 2002 in the

05/31/01 – B16 page 1

**BOARD OF TRUSTEES**

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amount of the allocation contained in the California Student Aid Commission Official Authorization Letter (s).

**STATE OF CALIFORNIA REVENUES**

California Student Aid Commission	\$4, 000
Cal Grant Program	

**EXPENDITURES**

City College of San Francisco	\$4, 000
Cal Grant Program	

FURTHER BE IT RESOLVED: Such appropriation shall be increased or decreased in accordance with the amount made available for 2001-2002 by cash receipts or allocations from the Department of Education and/or the California Student Aid Commission or by amounts carried over from the prior fiscal year, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their Designees, are hereby authorized to execute all documents necessary to record this appropriation and to submit any and all reports required by the California Student Aid Commission in the administration of said program, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees, are hereby authorized to deposit to and expend from a separate commercial bank account at the Wells Fargo Bank, the amounts appropriated and budgeted for this program in accordance with the State regulations of the program.

Jorge Bell, Originator





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 31, 2001 **B17**

**TO:** Board of Trustees

**FROM:** Dr. Phillip R. Jr., Chancellor

**SUBJECT: GRANT**  
**Transfer of Federal College Work-Study Funds**  
**Authorization to Transfer Federal College Work-Study funds**  
**into Federal Supplemental Opportunity Grant funds.**  
**(Resolution No.010531-B17)**

## BACKGROUND INFORMATION:

The College received \$550,457 allocation for the 2000-2001 fiscal year.

Title IV Federal regulations allow colleges to transfer up to 25% of Federal College Work Study to Supplemental Educational Opportunity Grant (SEOG) funds in order to award grants to students. Of the initial award to the college, \$50,000 is still available at this time.

It is recommended that these available funds be transferred to the Federal Supplemental Opportunity Grant program and be awarded to students in the form of grants.

## RECOMMENDATION:

**RESOLVED:** That authorization is hereby granted to transfer \$50,000 unspent Federal College Work-Study funds to the Federal Supplemental Opportunity Grant fund to be awarded to students in the form of grants.

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee is hereby authorized to execute any and all documents on behalf of the College to effectuate this resolution and to submit any and all reports requested by the U.S. Department of Education in the administration of said program.

Jorge Bell, Originator

05/31/01 – B17 page 1

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# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: May 31, 2001

B18

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: GRANT**

**Authorization to appropriate funds received for English Literacy Civics Education (EL Civics) services from the Consolidated Appropriations Act under the Adult Education and Family Literacy Act through the California Department of Education  
( Resolution No. 010531-B18)**

**BACKGROUND INFORMATION:**

This resolution requests authorization to receive and appropriate all funds from an English Literacy Civics (EL Civics) application made to the California Department of Education. Because of revisions in grant amounts and starting dates, changes in grant approval have delayed the acceptance of the grant by City College of San Francisco. No expenditures have been made prior to the approval of the grant by the Board of Trustees.

This grant is funded through the initiative for English Literacy and Civics Education Services. It will not only expand English literacy services, but will also promote the development of programs to incorporate English Literacy and Civics Education. To effectively participate in education, work, and civic opportunities, limited English proficient persons must master English and be able to understand and navigate through key American systems, such as banking, education, employment and workplaces, health care, government, and emergency services. Civics Education will emphasize instruction on the rights and responsibilities of citizenship, naturalization procedures, civic participation, and U.S. history and government. This will help students acquire the skills and knowledge to become active, responsible and informed parents, workers, citizens, and community members. The grant period is from February 1, 2001 through January 31, 2002.

In two EL Civics Grant components, the Teachers Resource Center staff will guide the development of a noncredit English as a Second Language (ESL) civics education curriculum and design a delivery system to implement instructional practices that will focus on civic participation and individual responsibility in a democracy for students at the Alemany, Chinatown/North Beach, Downtown, John Adams and Mission Campuses. Funds from Component 1 will be used for curriculum development, instructional materials, testing, data collection, and project support and coordination. Component 3 will provide services to parents with children in Homework Clubs for CalWORKS and other low-income families. Operated by the Child Development and Family Studies Department, the

05/31/01 – B18 page 1

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Homework Club parents are enrolled in ESL classes at Literacy, Beginning, and Intermediate levels. Component 3 will fund a liaison person to provide orientations for parents, supplemental classroom support, community and agency resource information, language translations, and clerical and project support.

The grant amounts are \$113,730 for Component 1 and \$65,000 for Component 3 for a total award of \$178,730. No matching funds are required.

**Income**

California Department of Education	<u>\$178,730</u>
Total	\$178,730

**Expenditures**

Teachers Salaries	\$ 69,112
Classified Salaries	62,981
Benefits	23,447
Supplies and Materials	19,590
Other Operating Expenses	<u>3,600</u>
Total	\$178,730

**RECOMMENDATION:**

RESOLVED: That authorization be given to appropriate all funds receivable from the California Department of Education for EL Civics for the period of February 1, 2001 to January 31, 2002 for a total not to exceed \$178,730, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Gary Tom, Originator





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 31, 2001

**B19**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT:** Authorization to submit an application for funds and appropriate all funds receivable  
( Resolution No. 010531-B19)

## BACKGROUND INFORMATION:

Pursuant to 1984 legislation, the California Community Colleges Chancellor's Office received an appropriation of \$1 million to be used for a statewide Foster Care Education Program in community colleges. The state-funded program is designed to provide in-service training for individuals involved in the California Foster & Kinship Care system. We received this continuation current grant in 1999-2000 for the College. Approximately, sixty-two colleges are providing training in fifty-one of the fifty-eight counties in the state. City College of San Francisco seeks approval to submit an application for such funds for the period July 1, 2001 through June 30, 2002.

The funds will be used to offer a Foster & Kinship Care Education Program using a variety of class formats and techniques. Participants receive a verification of training hours for each class attended. Central to the program will be a local advisory group that will continue to assist in the development of the program consistent with the needs of foster parents and kinship care providers in San Francisco. City College of San Francisco is requesting \$89,794 for this purpose. No general fund contribution will be required.

## RECOMMENDATION:

**RESOLVED:** That authorization be hereby given to submit an application for funds and appropriate all funds receivable upon approval by the California Community Colleges Chancellor's Office, under the Foster & Kinship Care Education Program, for the fiscal year 2001-2002. funding not to exceed to \$89,794, and

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Sandra Handler, Originator

05/31/01 – B19 page 1

### BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR







# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 31, 2001

**B20**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: GRANTS**  
**Authorization Contract with Young Community**  
**Developers**  
**(Resolution No. 010531-B20)**

## BACKGROUND INFORMATION:

The CCSF CalWORKs Office of Education and Training is funded to provide work-study employment for CalWORKs recipients who are enrolled as students at the college. The purpose of this funding is to provide work opportunities that will enable CalWORKs students to meet work requirements while pursuing an educational program. The funding is also intended to provide five students with work experience that will make them more marketable when they complete their educational programs. Additionally, the funding is intended to provide students with an additional source of income within the requirements of the CalWORKs program. 50% of the student's wages will be paid from the CalWORKs grant with the 50% match provided by the agency.

When possible students are encouraged to obtain employment off campus to demonstrate their ability to function in a more traditional work environment.

## RECOMMENDATION:

**RESOLVED:** That authorization be hereby given to enter into an agreement with YOUNG COMMUNITY DEVELOPERS to employ five CALWORKS students at \$10.00/hr. for the period of June 1, 2001 through June 30, 2001 in the amount not to exceed \$3200, and

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Bernice B. Brown, Originator

## BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: May 31, 2001

**B21**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **GRANTS**  
**Authorization Contract with Start To Finish Files**  
**(Resolution No. 010531-B21)**

## BACKGROUND INFORMATION:

The CCSF CalWORKs Office of Education and Training is funded to provide work-study employment for CalWORKs recipients who are enrolled at students at the college. The purpose of this funding is to provide work opportunities that will enable CalWORKs students to meet work requirements while pursuing an educational program. The funding is also intended to provide students with work experience that will make them more marketable when they complete their educational programs. Additionally, the funding is intended to provide students with an additional source of income within the requirements of the CalWORKs program. 75% of the student's wages will be paid from the CalWORKs grant with the 25% match provided by the agency.

When possible students are encouraged to obtain employment off campus to demonstrate their ability to function in a more traditional work environment.

## RECOMMENDATION:

RESOLVED: That authorization be hereby given to enter into an agreement with START TO FINISH FILES to employ CALWORKS students for the period of May 28, 2001 through June 30, 2001 in the amount not to exceed \$3200, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Bernice B. Brown, Originator

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Date: May 31, 2001

B22

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

Subject: Authorization to modify existing Grants totaling \$189,862  
(Resolution No. 010531-B22)

<u>ORIGINAL RESOLUTION NUMBER</u>	<u>GRANTOR/ CONTRACTOR</u>	<u>CONTRACT DATE</u>	<u>ORIGINAL TOTAL AMOUNT</u>	<u>CHANGE</u>	<u>NEW TOTAL NOT TO EXCEED</u>	<u>COMMENTS: ORIGINATOR</u>
A 010118-B17	General Services Administration	Jan. 2, 2001-Dec. 31, 2002	\$72,560	Extend term to Dec. 31, 2003.		Extend term only. Originator: Judy Teng
B 000525-B22	California Community Colleges Chancellor's Office	July 1, 2000-June 30, 2001	\$140,550	Extend contract date to July 1, 2001- June 30, 2003		Renew grant with CCCCCO for a two year period to provide funding for the San Francisco Development Center.
C 000831-B27	Learn To Earn More (LEM)	July 1, 2000 to June 30, 2001	\$250,000.00	To extend term to September 30, 2001.		Originator: Steven Glick Originator: Phyllis G. McGuire
D 010118-B12	Project Shine/San Francisco State University (United States Department of Education)	Oct 1, 2000 - Sept 30, 2001	\$17,829	+5,882 Funds from Corporation for National Service	\$23,711	Originator: Robert Gabriner

<u>ORIGINAL RESOLUTION NUMBER</u>	<u>GRANTOR/CONTRACTOR</u>	<u>ORIGINAL CONTRACT DATE</u>	<u>CURRENT AUTHORIZATION</u>	<u>CHANGE</u>	<u>TOTAL NOT TO EXCEED</u>	<u>COMMENT: ORIGINATOR</u>
E 001214-B14	Eva Schioring - For research and evaluation of Diversity Project (State Chancellor's Office)	Dec. 1, '00 - June 30, '01	\$18,000.00	Additional research evaluation contracts for Learn to Earn More (\$8,780) and Teacher Preparation Projects (\$8,000)	\$34,780	Originator: Robert Gabriner
F 000622-B16a	Patricia Cogley - Consultant for the Diego Rivera Mural Project (CCSF)	July 1, '00 - Dec. 31, '00	\$15,000.00	Additional coordination for Tech Prep. Program (\$5,000), Intersegmental program (\$4,000), and Diego Rivera Lecture Series (\$1,000). Dec. 31, 2001-June 30, 2001	\$25,000	Originator: Robert Gabriner
G 010222-B14	Children Council of San Francisco	Open	\$217,817	+\$16,650	\$234,467	+\$16,650 increase will be used for conducting child development credit classes. Originator: Sandra Handler
H 001116-B14	San Francisco International Airport	Oct. 1, 2000-June 30, 2001	\$200,000	Extend term to Dec. 31, 2001		Extend term only. Originator: Judy Teng
				<b>Total - \$189,862</b>		

**RECOMMENDATION:**

**RESOLVED:** That the Board authorizes the specified amendment to the Resolution as indicated in the table, and

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: May 31, 2001

B23

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: GRANTS**

**Approval of San Francisco International Airport Training Contract and Special Services Contract with Ms. Sue Dyer.**

**Dyer.**

**(Resolution No. 010531-B23)**

## BACKGROUND INFORMATION:

On August 26, 1999, the Board of Trustees approved Resolution No. 990826-B24, authorizing the Office of Contract Education to enter into a \$91,000 special service agreement with Sue Dyer to assist the San Francisco International Airport (SFIA) to develop and implement the new international terminal activation plan.

Ms. Dyer has successfully completed the first training phase of the new international terminal activation project. SFIA has requested Contract Education to continue Ms. Dyer's services for phase two of the implementation process. Contract Education wishes to retain the special services of Sue Dyer to provide continuing services for SFIA. The total contract award from SFIA is \$100,000.

The total project costs and the sources of funding are as follows:

Income

San Francisco International Airport	\$100,000
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Expenditures:

Consultant Services	\$ 91,000
Indirect Cost	<u>9,000</u>
	\$100,000

The funds for the contract are from the San Francisco International Airport Training Contract. No district match is required.



**RECOMMENDATION:**

RESOLVED: That authorization hereby be given 1) to contract with the San Francisco International Airport for providing consultation services in implementing phase two of the international terminal activation plan for a total of \$100,000, and 2) to contract with Sue Dyer for providing the special services to the airport at a cost not to exceed \$91,000, for the period of July 1, 2001 to June 30, 2002, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Originator: Judy Teng



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 31, 2001

**B24**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: GRANTS**

**Approval of Special Services Contract with SYA Group, Inc.  
(Resolution No: 010531-B24)**

## **BACKGROUND INFORMATION:**

On October 28, 1999, the Board of Trustees approved Resolution 991028-B14, authorizing the Office of Contract Education to enter into a special service agreement with Laurie Friedman, President of SYA Group, Inc. for providing an Emergency Action Plan Training to employees of the San Francisco International Airport (SFIA). SYA Group, Inc. has successfully completed the first phase of the project in evaluating the Airport needs and in setting up an emergency respond plan.

The second phase of the project is now scheduled to begin in June 2001. SFIA has requested Contract Education to continue SYA Group's services. For this phase of the program, SYA Group will develop a computer-based training modules, expand content of the prototype emergency training program, conduct interviews and review existing procedures to determine response actions, develop the training script, coordinate and provide technical assistance to ensure program access.

The total contract cost is \$80,000. All services will be conducted from June 1, 2001 to December 31, 2001. Funding for the contract is from SFIA training contract. No district matching is required.

## **RECOMMENDATION:**

**RESOLVED:** That authorization hereby be given to contract with SYA Group, Inc. for developing the computer-based modules and web-training program for the emergency respond plan for a cost not to exceed \$80,000, for the period of June 1, 2001 to December 31, 2001, and

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

**Originator:** Judy Teng

### **BOARD OF TRUSTEES**

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05/31/01 - B24 Page 1 MILTON MARKS, III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE

DR. PHILIP R. DAY, JR., CHANCELLOR

# Introduction

## Background

The purpose of this study is to investigate the effects of a new educational program on student performance. The program, which was developed by a team of experts, aims to improve the understanding of complex concepts and enhance the ability to apply knowledge in practical situations. The study will focus on the following aspects:

- 1. The impact of the program on student knowledge and skills.
- 2. The effectiveness of the program in improving student performance.
- 3. The role of the program in fostering a positive learning environment.

## Methodology

The study will be conducted using a quasi-experimental design. The participants will be divided into two groups: the experimental group, which will receive the new educational program, and the control group, which will receive the traditional curriculum. The data will be collected through a series of tests and assessments, and the results will be analyzed using statistical methods.

## Results and Discussion

The results of the study show that the experimental group performed significantly better than the control group in all aspects of the study. The students in the experimental group demonstrated a deeper understanding of the concepts and were able to apply their knowledge more effectively in practical situations. The findings suggest that the new educational program is highly effective in improving student performance.

The study also found that the program played a crucial role in fostering a positive learning environment. The students in the experimental group reported higher levels of motivation and engagement, which contributed to their improved performance.

## Conclusion

In conclusion, the study demonstrates the effectiveness of the new educational program in improving student performance. The program's focus on understanding complex concepts and applying knowledge in practical situations is highly effective. The findings suggest that the program should be implemented on a larger scale to benefit more students.

The study also highlights the importance of creating a positive learning environment. The program's emphasis on motivation and engagement is a key factor in its success. Future research should explore the long-term effects of the program and its impact on students' overall learning experience.

The study was conducted by a team of researchers from the Department of Education, University of [Name]. The results are presented in the following tables and figures.

The study was funded by the Ministry of Education, Government of [Name]. The authors would like to thank the Ministry for its support and the students and teachers who participated in the study.



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

Date: May 31, 2001

B25

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

## SUBJECT: GRANT

Authorization to Renew Existing Grant  
(Resolution No. 010531 – B25)

### BACKGROUND INFORMATION:

The Chancellor's Office California Community Colleges (COCCC) has requested grant applications to advance California's economic growth and global competitiveness through quality education and services focusing on workforce improvement, technology deployment and business development. The Office of Contract Education has been invited to apply and receive a renewal of Economic Development funding for The San Francisco Center for Applied Competitive Technology (SFCACT) Program. These funds will allow the SFCACT to continue curricula development and performance-based training of operators and entrepreneurs in the apparel industry.

### Income:

Chancellor's Office California Community Colleges, Economic Development:	
SF Center for Applied Competitive Technology	\$178,875

### Expenditures:

	<u>SFCACT</u>
Academic Salaries	\$100,717
Classified Salaries	33,330
Employee Benefits	22,945
Supplies and Materials	623
Other Operating Expenses	14,380
Capital Outlay	-0-
Other Outgo	-0-
Indirect Costs	6,880
Totals	<u>\$178,875</u>

**RECOMMENDATION:**

RESOLVED: That authorization is hereby given to (1) submit a renewal application for funds and (2) appropriate all funds receivable upon approval by Chancellor's Office California Community Colleges, Office of Economic Development for a grant to continue The San Francisco Center for Applied Competitive Technology, for the period July 1, 2001 to June 30, 2002 for a total not to exceed \$178,875, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Judy Teng, Originator





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: May 31, 2001

B26

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: GRANTS

Authorization to Renew Existing Grants  
(Resolution NO. 010531 – B26)

## BACKGROUND INFORMATION:

The passage of the Carl D. Perkins Vocational-Technical Education Act of 1998 has authorized funding for Title II, The Tech Prep Education Act. Once again funds have been made available through the Chancellor's Office California Community Colleges (COCCC) to all community college that wish to participate in an organized Tech Prep consortium. The Office of Vocational Education, School of Applied Science and Technology wishes to apply for Tech Prep funding. These funds will allow the existing collaboration between CCSF and SFUSD to create a citywide process that connects learning at the high school and community college levels within the School to Career partnership.

## Income:

Chancellor's Office California Community Colleges,	
Tech Prep Program Allocation	\$71,000

## Expenditures:

	<u>Tech Prep</u>
Academic Salaries	\$51,009
Classified Salaries	4,550
Employee Benefits	3,710
Supplies and Materials	5,000
Other Operating Exp.	4,000
Indirect Costs	<u>2,731</u>
Totals	\$71,000

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DR. PHILIP R. DAY, JR., CHANCELLOR

**RECOMMENDATION:**

RESOLVED: That authorization be hereby given (1) to submit a renewal application for funds and (2) appropriate all funds receivable upon approval by Chancellor's Office California Community Colleges for a grant to continue The Tech Prep Partnership, for the period July 1, 2001 to June 30, 2002 for a total not to exceed \$71,000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Phyllis G. McGuire, Originator

05/31/01 – B26 page 2



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: May 31, 2001

B27

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: GRANTS**

**Approval to submit an application and accept funds received - Mayor's Office of Community Development (Resolution No. 010531-B27)**

**BACKGROUND INFORMATION:**

This resolution requests authorization to submit an application and appropriate all funds from the Mayor's Office of Community Development related to pre- and post-loan consulting services for small business owners in San Francisco and productivity training to other organizations funded by the Mayor's Office of Small Business Affairs. The City College of San Francisco Small Business Development Center will participate in the project. The total of the grant is \$65,000 for the period of July 1, 2001, to June 30, 2002.

No additional physical space or in-kind match is required. City College of San Francisco is the fiscal agent.

Income

Mayor's Office of Community Development	\$65,000
---	----------

Expenditures

Salaries and Benefits	\$15,000
Supplies/Materials	5,000
Other Operating Expenses (Consultants)	<u>\$45,000</u>
Total	\$65,000

**RECOMMENDATION:**

RESOLVED: That authorization be given to submit an application and appropriate all funds receivable upon approval from the Mayor's Office of Community Development related to the grant Consulting Services for the period of July 1, 2001, to June 30, 2002, in the amount not to exceed \$65,000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Robert Gabriner, Originator

05/31/01 – B27 page 1

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DR. PHILIP R. DAY, JR., CHANCELLOR

REPORT OF THE  
COMMISSIONER OF THE  
BUREAU OF CHEMISTRY  
FOR THE YEAR 1900

BY  
J. H. MANNING  
CHIEF OF BUREAU

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# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 31, 2001  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor

**B29**

## **GRANTS**

**SUBJECT:** Authorization to Contract for Special Services with  
Norena Badway  
(Resolution No. 010531-B29)

## **BACKGROUND INFORMATION:**

The CCSF Office of Research, Planning and Grants wishes to enter into a special services agreement with Norena Badway, a research consultant from the University of California at Berkeley, to conduct research on career ladders in two regional economic sectors: transportation and biotechnology. Ms. Badway will plan, organize and facilitate a series of focus groups with supervisors and managers in transportation agencies and biotechnology companies throughout the Bay Area region. She will also write up a report on the current career ladder requirements within these two industry sectors and how community colleges can develop specific programs linked to these career ladders.

Funding for this project was recently received by City College from the regional office of vocational education to be expended within the current fiscal year. Therefore the total contract for research has been folded into one month. Additional funds may be available for the next fiscal year for further work on this project, but the regional office has not yet confirmed any additional funding for FY2002. The project leadership at CCSF decided that specific research could be completed within the constraints of the old fiscal year and therefore this resolution is being submitted. The total contract is for up to \$18,000 for the period June 1 through June 30, 2001. Funds for this contract are from an Industry Sector Research grant received by the Office of Contract Education.

## **RECOMMENDATION:**

**RESOLVED:** That authorization be hereby given for approval to contract with Norena Badway, to provide special services for the City College of San Francisco for the time period of June 1, 2001, through June 30, 2001, in the amount not to exceed \$18,000, and



FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Robert Gabriner, Originator



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 31, 2001  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor

**B30**

**SUBJECT: GRANTS**

**Approval to submit an application and accept funds received – Fund for Improvement of Postsecondary Education  
(Resolution No. 010531-B30)**

**BACKGROUND INFORMATION:**

This resolution requests authorization to submit an application and appropriate all funds from the Fund for the Improvement of Postsecondary Education for a grant to establish the National Articulation and Transfer Network (NATN). NATN represents a coalition of more than 100 urban-based high schools and community colleges, and select culturally enriched four-year colleges and universities dedicated to serving at-risk populations. As the educational gap between white students and their African-American, Hispanic/ Latino, and Native American counterparts widens, the NATN seeks new and innovative programs specifically designed to provide a "safety net" necessary to keep at-risk populations in the education "pipeline," thus reversing these trends.

With FIPSE support over the next three years, members of the NATN will work cooperatively in designated groups to design, develop, and field-test five critical components of the program. They are: 1) general articulation agreements; 2) a transfer guidance manual and database; 3) web-based software applications to be used in a specially constructed technological infrastructure; 4) on-line interactive applications for students and staff; and 5) a longitudinal research database.

Using the tools and database of the existing Course Applicability Software (CAS), the NATN initiative will integrate the articulation and transfer agreements with on-line pre-enrollment information, student records, registration, student orientation, academic counseling and advising, housing and financial aid/grant information, and links to culturally enriched workshops, summer programs, and seminars.

The Chancellor's Office of City College of San Francisco will coordinate the project. Various departments of City College of San Francisco will participate, e.g. African American Scholastic Program, Latino Services Network, Articulation/Academic Affairs Department and Transfer Center. The total of the grant is \$1,000,000 for the period of October 1, 2001, to September 30, 2004.

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DR. PHILIP R. DAY, JR., CHANCELLOR

There is no additional space required. The 103 collaborating institutions are providing an institutional match of "In-Kind" Services totaling \$6,017,652 over three years. City College of San Francisco is the fiscal agent.

Income

Department of Education (FIPSE) \$1,000,000

Expenditures

FIPSE Grant \$1,000,000

	Yr 1	Yr 2	Yr 3
Salaries and Wages	\$40,000	\$40,000	\$40,000
Travel	5,000	5,000	5,000
Consultants/Contracts (Incl Travel)	210,000	285,000	260,000
Other (Equipment; Rental; Printing)	17,000	12,000	12,000
Indirect Costs	21,760	27,200	25,120
<b>Total Requested from FIPSE</b>	<b>293,760</b>	<b>367,200</b>	<b>339,120</b>

Institutional Match

	Yr 1	Yr 2	Yr 3
Salaries and Wages	824,000	1,200,000	1,600,000
Employee Benefits	288,400	420,000	560,000
Travel	103,000	150,000	200,000
Materials and Supplies	51,500	75,000	100,000
Indirect Costs	101,352	147,600	196,800
<b>Total Institutional/Other Support</b>	<b>1,368,252</b>	<b>1,992,600</b>	<b>2,656,800</b>

**RECOMMENDATION:**

RESOLVED: That authorization be given to submit an application and appropriate all funds receivable upon approval from the Department of Education (FIPSE) for a grant to establish a National Articulation and Transfer Network for the period of October 1, 2001 to September 30, 2004, in the amount not to exceed \$1,000,000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Philip R. Day Jr., Originator



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 31, 2001  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor

**C1**

**Subject: EQUIPMENT, SUPPLIES & SERVICES**  
**Procurement of Equipment, Supplies,**  
**Services, Etc., less than \$3,000**  
**(Resolution No. 010531-C1)**

## BACKGROUND INFORMATION:

Listed below is a summary of purchases for equipment, supplies, and services in individual amounts of less than \$3,000. Investigation indicates that they are necessary for the support of District operations, and therefore are recommended for approval by the Board of Trustees. It is certified that the items summarized below are in accord with the Board of Trustees policy and that funds are available to cover payment.

## RECOMMENDATION:

**RESOLVED:** That approval be and is hereby given for the procurement of the equipment, supplies, services, etc., totaling \$ 401,925.03 individual amounts of less than \$3,000 not heretofore approved as summarized and detailed below:

Direct Payments	\$ 57,749.52
Purchase Orders	296,052.54
Travel/Mileage	<u>48,122.97</u>
GRAND TOTAL:	\$ 401,925.03

James Kendrix, Originator

05/31/01 - C1 page 1

## BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR







# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**Date:** May 31, 2001 **C2**

**To:** Board of Trustees

**From:** Dr. Philip R. Day, Jr., Chancellor

**Subject:** **EQUIPMENT, SUPPLIES & SERVICES**  
**Procurement of Equipment, Supplies ,**  
**Services, Etc., more than \$3,000**  
**(Resolution No. 010531-C2)**

## BACKGROUND INFORMATION:

The following departmental requests for the purchase of supplies, equipment, and services have been received. Investigation indicates that they are necessary for the support of District operations, and therefore are recommended for approval by the Board of Trustees. It is certified that the items summarized below are in accord with the Board of Trustees policy and that funds are available to cover payment.

## RECOMMENDATION:

**RESOLVED:** That approval be and is hereby given for the procurement of the equipment, supplies, services, as detailed in Attachment "A".

**GRAND TOTAL: \$ 1,889,061.61**

James Kendrix, Originator

05/31/01 - C2 page 1

## BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR



Resolution No. 010531-C2  
Attachment A

A	B	C	D	E	F	G	H	I	J
Fund	Org	Acct	Prog	Aty	Department	Vendor	Doc #	Amount	Description
1	UPFX	0040	5802	6600	S	Partnership for Excellence	DP96044	9,203.78	Advertising
2	UPFX	6466	5210	6499	C	Partnership for Excellence	DP43090	8,355.00	Travel
3	UPFX	6466	5210	6499	C	Partnership for Excellence	DP43102	6,562.00	Travel
4	UPFX	9320	6414	6120	C	Partnership for Excellence	PO92567	10,620.61	Equipment
5	U	0004	5190	6600	S	Board of Trustees	DP95300	4,555.00	Consulting Services
6	U	0020	5210	6600	S	Chancellor's Office	TO12371	5,344.50	Tuition
7	U	0020	5210	6600	S	Chancellor's Office	TO03068A	1,034.10	Travel
8	U	0020	5210	6600	S	Chancellor's Office	TO03068B	2,359.50	Travel
9	U	0040	5802	6600	S	Public Information	PO95292	8,064.64	Advertising
10	U	1105	5190	6720	S	Administrative Services - Regular	TP00036	4,400.00	Consulting Services
11	U	1500	5190	6720	S	District Business Services - Office	TP00036	4,400.00	Consulting Services
12	U	1530	4301	6720	S	Payroll	PO82390	3,604.74	Supplies
13	U	2060	6413	6750	S	Staff Diversity-Relations	PO66750	3,789.14	Equipment
14	U	3562	4301	6770	S	College Services	ODDS1005	11,760.28	Supplies
15	U	3562	4301	6770	S	College Services	PO48011	3,040.62	Supplies
16	U	4026	6413	6200	S	A & R Dean's Office - Credit	PO95158	6,399.74	Equipment
17	U	4900	5910	6600	S	Central Services	DP95294	5,595.00	Tuition
18	U	4900	5610	7100	S	Central Services	DP80698	12,118.76	Facility Lease
19	U	7260	4303	1900	C	Physics	PO95712	3,427.59	Supplies
20	U	8540	4303	6010	N	Academic Administration - Dwntrwn	OD02734	3,693.59	Supplies
21	U	9320	6414	6120	C	Library	PO92568	4,841.76	Equipment
22	U	9500	4302	6110	S	Instructional Computer Lab	PO91654	4,918.01	Supplies
23	U	9900	9741	9900	S	Payroll Fund	VP5676BB	426,181.64	Retirement
24	U	9900	9741	9900	S	Payroll Fund	VP5676BD	382,133.96	Retirement
25	U	9900	9741	9900	S	Payroll Fund	VP5676BC	61,135.16	Retirement
26	U	9900	9741	9900	S	Payroll Fund	VP5676BE	23,796.78	Retirement
27	U	9900	9741	9900	S	Payroll Fund	VP5676BF	3,825.98	Retirement
28	U	9900	9741	9900	S	Payroll Fund	VP79967X	9,592.71	Retirement
29	U	9900	9742	9900	S	Payroll Fund	VP79967W	9,580.43	Retirement
30	U	9900	9742	9900	S	Payroll Fund	VP7264L	159,893.00	Insurance
31	U	9900	9745	9900	S	Payroll Fund	VP72645I	12,996.00	Insurance
32	U	9900	9754	9900	S	Payroll Fund			
33	U					Unrestricted Total		1,217,224.02	
34	U								
35	U								
36	42084C	8064	6202	7100	R	REN-So Gym Locker Room Renovation	PO95755	79,968.60	Construction





Resolution No. 010531-C2  
Attachment A

	A	B	C	D	E	F	G	H	I	J
37	123853	9320	6414	6120	C	Inst Equip On Going Gmt 00-01	OP Contract	PO92567	33,631.91	Equipment
38	121176	9320	5190	6120	S	LSTA-Catalog Menu Collection	Taylor & Associates	TP00041	30,000.00	Consulting Services
39	123854	7108	6414	0900	C	Inst Equip BlkGmt-One Time	Air Power Inc.	PO95224	29,962.87	Equipment
40	123520	0050	5190	6600	S	FSS-LRCCD Health Care Initiative	Spurling S	PS00214	28,800.00	Consulting Services
41	127325	9210	5190	7010	N	SF Airport #36	Dyer S	PS99046A	27,000.00	Consulting Services
42	42040C	8067	6202	7100	H	Library LRC Lang Lab Leak Investiga	Alpha Restoration & Waterprf.	DP93675	24,950.00	Construction
43	123518	6210	6413	6499	S	FSS/MCHS 2000-2001	Dell Computer Corporation	PO93363	19,764.30	Equipment
44	123520	0050	5190	6600	S	FSS-LRCCD Health Care Initiative	Phillips B	PS00213	19,200.00	Consulting Services
45	42085C	8110	6202	7100	H	HS-Alem Bldg Corr Emer Lght & Prkgy	Department of Public Works	TP93615	17,493.40	Construction
46	211201	7375	5210	2100	S	CA EC Mentoring Prog 00-01	Hayward Travel Center	TP96300A	17,190.48	Travel
47	123854	7232	6413	1900	C	Inst Equip BlkGmt-One Time	COMWEB Technology Group	PO84359	15,729.74	Equipment
48	42087M	8067	5633	7100	H	HS PC Rdwy Grading & Repaving Prj Mgm	University Lease.com	TP87702	15,000.00	Other Leases
49	42082C	8053	6202	7100	H	HS-Cld Hall Camp Police Rec Stor Re	Nema Construction	DP93695	14,900.00	Construction
50	412039	0130	6201	7100	S	PFX-Rpl EOPS Bungalow	Structus, Inc.	CT41616	14,400.00	Construction
51	121508	7210	6413	0700	C	Vatea IIC 2000-2001	Dell Computer Corporation	PO81374	14,040.67	Equipment
52	42052C	8811	6202	7100	H	HS-JA Bldg Fire Alarm Panel Repl	Pacific Auxiliary Fire Alarm Co.	DP41095	12,649.78	Construction
53	123005	7371	6201	6799	S	AB 1725 Staff Development 98-99	KodamaDiseno, Arch/Planners	CT41051A	11,408.77	Construction
54	123518	6210	6413	6499	S	FSS/MCHS 2000-2001	Dell Computer Corporation	PO93362	11,353.26	Equipment
55	123854	3542	4303	6770	S	Inst Equip BlkGmt-One Time	Steam & Plumbing	PO95310	10,437.48	Supplies
56	123883	2058	5110	6750	S	TTIP-HR and Tech 99-00	WebCT Educational Tech	TP00038	10,000.00	Consulting Services
57	123705	7334	5540	2100	N	Foster Parent Ed 2000-2001	Holiday Inn	TP00037	9,819.05	Utilities
58	123854	7504	6414	1000	C	Inst Equip BlkGmt-One Time	Bailey Ceramic Supply	PO97700	9,753.34	Equipment
59	121214	7421	5190	7099	N	CTCA/SB Dev CT-C00-0064	Copsey C	PS00216	9,000.00	Consulting Services
60	221010	7138	5640	6940	C	Hotel/Restaurant	Abco Mechanical Contractors	TP81401	8,500.00	Maintn & Repair
61	123854	7210	6413	0700	C	Inst Equip BlkGmt-One Time	Dell Computer Corporation	PO87257	8,222.08	Equipment
62	123854	5120	6414	6010	C	Inst Equip BlkGmt-One Time	Audio Graphic Systems	PO97965	8,060.08	Equipment
63	212321	7371	5120	2100	S	CCFC/UCB Policy Analysis for CA Ed	Bias B	PS00212	8,000.00	Consulting Services
64	42083C	8060	6202	7100	R	REN-Stad Nth End Stor Fac Const	Department of Public Works	PO95782	7,968.96	Construction
65	42083C	8064	6202	7100	R	REN-Stad Nth End Stor Fac Const	Department of Public Works	PO95782	7,968.96	Construction
66	127328	9210	5190	0500	N	San Francisco Airport Comm - 39	Radiofrequency Safety Inter	TP00040	7,745.00	Consulting Services
67	42083C	8064	6202	7100	R	REN-Stad Nth End Stor Fac Const	Crown Electric, Inc.	PO95759	6,428.51	Construction
68	42083C	8060	6202	7100	R	REN-Stad Nth End Stor Fac Const	Crown Electric, Inc.	PO95759	6,428.50	Construction
69	123854	7504	5190	1000	C	Inst Equip BlkGmt-One Time	Bay Area Models Guild	TP96177	6,000.00	Consulting Services
70	123853	7232	6414	1900	C	Inst Equip On Going Gmt 00-01	VWR Scientific Products Corp.	PO84368	5,974.28	Equipment
71	123328	9210	6413	7030	N	Eco Dev-JDITP-Apparel Mfg	Dell Computer Corporation	PO91320	5,584.40	Equipment
72	123883	2058	5120	6750	S	TTIP-HR and Tech 99-00	Wolf D	DP84928	5,292.00	Consulting Services





Resolution No. 010531-C2  
Attachment A

	A	B	C	D	E	F	G	H	I	J
73	123854	7108	6414	0900	C	Inst Equip BkGmnt-One Time	Aircraft Spruce & Specialty Co.	PO95228	5,097.44	Equipment
74	211201	7375	5210	2100	S	CA EC Mentoring Prog 00-01	Bayporter Express	TP96262	5,000.00	Travel
75	127328	9210	5190	0500	N	San Francisco Airport Comm - 39	Scott Consulting Team	TP00039	5,000.00	Consulting Services
76	123328	9210	5190	7030	N	Eco Dev-JDTP-Apparel Mtg	Van Stralen D	PS00215	5,000.00	Consulting Services
77	123853	7516	6414	1000	C	Inst Equip On Going Grnt 00-01	B & H Photo - Video, Inc.	PO92744	4,997.80	Equipment
78	123854	0130	6202	6440	S	Inst Equip BkGmnt-One Time	RGA Environmental, Inc.	TP93666	4,711.00	Construction
79	123853	9500	5632	6780	S	Inst Equip On Going Grnt 00-01	Dell Financial Services	TP95017	4,681.47	Equip Lease
80	123854	3542	5640	6750	S	Inst Equip BkGmnt-One Time	Tyco Grinnell Fire Protection	TP95786	4,536.42	Maint'n & Repair
81	420672	8055	6202	7100	H	SM 00-01 CC Arts Ext. Roof Replcmnt	Lawson Roofing Company, Inc.	DP84289	4,286.00	Construction
82	123314	7421	5190	7099	N	Eco-SBDC 2000-2001	Dai V	PS00205	4,200.00	Consulting Services
83	123853	6430	6413	6110	C	Inst Equip On Going Grnt 00-01	Micron Government Computer	PO93404	4,163.31	Equipment
84	750095	1110	5210	6960	S	CCSF 65th Anniversary	City & County of San Francisco	DP85932	4,143.75	Travel
85	123854	7516	6414	1000	C	Inst Equip BkGmnt-One Time	Full Compass Systems, LTD	PO09944	4,090.67	Equipment
86	42087M	8067	5633	7100	H	HS PC Rdwy Grading & Repavng Prj Mgm	University Lease.com	DP87701	3,857.11	Other Leases
87	42040P	8067	6201	7100	H	Library LRC Language Lab Leak Inves	Hirsch, Wright, and Associates	DP41097	3,539.30	Construction
88	123854	5120	5650	1000	C	Inst Equip BkGmnt-One Time	Coit Services	PO93243	3,503.00	Maint'n & Repair
89	212321	7371	6431	2100	S	CCFC/UCB Policy Analysis for CA Ed	Computerland	PO96296	3,495.65	Equipment
90	213013	7334	5540	6920	N	Child Care Capacity Building Fund	Fred E. Turner Co.	PO93660	3,387.92	Utilities
91	125501	9220	5912	6820	N	Continuing Education 00-01	Education To Go	DP92861	3,281.00	Service Fees
92	123206	7320	5190	6420	C	DSPS 2000-2001	Bay Area Comm Access	DP62665	3,195.00	Consulting Services
93	123853	9500	5632	6780	S	Inst Equip On Going Grnt 00-01	Dell Financial Services	TP95016	3,044.33	Equip Lease
94	125501	9220	5350	6820	N	Continuing Education 00-01	P&DC Finance Station	DP92202	3,000.00	Desc
95	124507	7334	4301	2100	C	Teahcer & Reading Dev Partnership Gra	Educational Exchange	TP92051	3,000.00	Supplies
96						Unrestricted & Restricted Total			671,837.59	
97										
98						Restricted Total			\$ 1,889,061.61	





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: May 31, 2001

C3

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **GRANTS**  
**Acceptance of Gifts**  
**(Resolution No. 010531-C3)**

## BACKGROUND INFORMATION

SFCCD Policy Manual Section 8.08 Acceptance of Gifts provides that (1) motor vehicles, (2) aircraft, (3) cash exceeding \$250, (4) securities, (5) precious stones, (6) precious metals, (7) goods other than (1) or (2) above with a market value exceeding \$1,500, be accepted by the SFCCD only by resolution of the Board of Trustees.

## RECOMMENDATION:

WHEREAS: The SFCCD has been tendered the gifts detailed in Attachment A;

WHEREAS: Vice Chancellor of Academic Affairs Frances Lee declares that these gifts will enhance the instructional program of the San Francisco Community College District;

THEREFORE BE IT RESOLVED: That the Chancellor and the Vice Chancellor of Finance and Administration or their designees, are hereby authorized to accept the gifts listed on Attachment A for and in the name of the San Francisco Community College District;

FURTHER BE IT RESOLVED: That upon transfer of legal title of these gifts described in Attachment A, the Secretary of the SFCCD Board of Trustees is directed to notify the donors of acceptance of the gifts by the governing board.

Dr. Kathleen Sullivan Alioto, Originator





**ATTACHMENT A**  
**RESOLUTION: 010531 — C3**

DESCRIPTION	DONOR	BENEFICIARY	MARKET VALUE DECLARED BY DONOR
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May 2001

1) Equipment  
 Refrigeration Air Dryer

Theodore Gladstone  
 P.O. Box 41  
 El Granada, CA 94108

Automotive Program

\$ 2,680.





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 31, 2001 **F1**  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: Human Resources**  
**Non-Academic Administrative**  
**Sabbatical Leave – Fall 2001**  
**Resignation**  
**Reassignment to Faculty Position**  
**(Resolution No. 010531 – F1)**

## BACKGROUND INFORMATION:

Resolution No. 010531-F1 covers a non-academic administrator's request for a Sabbatical Leave effective July 27, 2001 through January 11, 2002 (110 days).

Resolution No. 010531-F1 further covers a non-academic administrator's resignation from his position as Associate Director Operations (Office of the Vice Chancellor Administration and Finance) effective January 11, 2002 and reassignment to his faculty position effective January 14, 2002.

Board of Trustees' approval is required.

## RECOMMENDATION:

**RESOLVED:** That effective July 27, 2001 through January 11, 2002 (110 days), CHARLES COLLINS, be placed on Sabbatical Leave from his academic position as Associate Director Operations (Office of the Vice Chancellor Administration and Finance). This leave is pursuant to the provisions of the San Francisco Community College District Policy Manual 3.17.L – Sabbatical Leave.

**FURTHER BE IT RESOLVED:** That the resignation of CHARLES COLLINS from his non-academic administrative position as the Associate Director Operations (Office of the Vice Chancellor Administration and Finance) be accepted effective January 11, 2002.

**FURTHER BE IT RESOLVED:** That CHARLES COLLINS be reassigned to his faculty position effective January 14, 2001.

Clara Starr, Originator

05/31/01 – F1 page 1

## BOARD OF TRUSTEES

DR. NATALIE BERG, PRESIDENT • RODEL E. RODIS, VICE PRESIDENT • JOHNNIE L. CARTER, JR.  
DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE  
DR. PHILIP R. DAY, JR., CHANCELLOR





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**Date:** May 31, 2001 **F2**

**To:** Board of Trustees

**From:** Dr. Philip R. Day, Jr., Chancellor

**Subject: Human Resources**  
**Resignation with the Intent to Retire**  
**Non-Educational Academic Administrator**  
**(Resolution No. 010531 - F2)**

## BACKGROUND INFORMATION:

Resolution No. 010531 - F2 covers the resignation with the intent to retire of a non-educational academic administrator.

## RECOMMENDATION:

RESOLVED: That the resignation with the intent to retire of VESTER FLANAGAN from any and all employment with the San Francisco Community College District be accepted, effective close of business July 31, 2001.

Clara Starr, Originator







# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

Date: May 31, 2001

F3

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

Subject: HUMAN RESOURCES  
Appointment  
Educational Administrator  
(Resolution No. 010531-F3)

## BACKGROUND INFORMATION:

Resolution No. 010531-F3 covers an educational administrative appointment for the position of Dean, School of Science and Mathematics (Office of the Vice Chancellor Academic Affairs). Board of Trustees' approval is required.

## RECOMMENDATION:

RESOLVED: That effective June 1, 2001 **CHI-WING TSAO** be appointed Dean School of Science and Mathematics (Office of the Vice Chancellor of Academic). Salary shall be in accordance with the 2000/2001 Classified Supervisory Management and Administrators Salary Schedule Classification C, Associate Deans.

Clara Starr, Originator

05/31/01 – F3 page 1

## BOARD OF TRUSTEES

DR. NATALIE BERG, PRESIDENT • RODEL E. RODIS, VICE PRESIDENT • JOHNNIE L. CARTER, JR.  
DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE  
DR. PHILIP R. DAY, JR., CHANCELLOR

### **Academic Experience**

Dr. Tsao received his education from the College of the Ozarks (A.S.), the University of Arkansas (B.S.), and the University of California, Berkeley (Ph.D. - Chemistry). Before beginning his teaching career at the City College of San Francisco, he taught at the Chinese University of Hong Kong. Wing served as the Chair of the Chemistry Department for six years. During this tenure, the department attracted seven grants from the National Science Foundation and the National Institute of Health. He is the author of sixteen publications in scientific journals and holder of a semiconductor-processing patent. Together with the Biology Department, he launched the Biotech Program. He has been with the College for twenty-five years.

### **Community Service**

Wing served on the Blue Ribbon Task Force which was set up by the San Francisco Unified School District to transform Galileo High School into an Academy of Science and Technology. He was on the Board of Directors of the Hip Wah Summer Cultural Program and the Piedmont Asian American Club.



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

G1-G9

**DATE:** May 31, 2001

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject:** Academic Employees  
Credit Program/Non-Credit Program  
District Funded  
City College of San Francisco  
(Resolutions 010531-G1-G9)

## BACKGROUND INFORMATION:

These resolutions cover district funded academic employees appointments and/or other related personnel transactions. Unless otherwise indicated in the resolution, appointments are classified as temporary. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

Clara Starr, Originator

## BOARD OF TRUSTEES

DR. NATALIE BERG, PRESIDENT • RODEL E. RODIS, VICE PRESIDENT • JOHNNIE L. CARTER, JR.

DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE

DR. PHILIP R. DAY, JR., CHANCELLOR

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester and department shown. Employment is contingent upon adequate class enrollment, possession of applicable minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time academic employees shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments for full-time academic employees shall be in accordance with the relevant provisions of the appropriate bargaining contracts and the City College of San Francisco Faculty Handbook.

## SPRING 2001

(+: Full-time overload/extra pay)

(\*: New hourly academic employee)

Name	Department	Division
+ Augustine, Henry L	Learning Assistance	Credit
Bell, Mae K	Licensed Vocational Nursing	Credit
+ Bixler, Camilla	English As a Second Language	NonCredit
+ Chan, P. Agnes W.	English As a Second Language	NonCredit
Chen, Peijue Paige	Child Dev. & Family Studies	Credit
+ Chin, Tina W	English As a Second Language	NonCredit
+ Chinn-Morales, Carole	English As a Second Language	NonCredit
+ Chung, Catherine C	English As a Second Language	NonCredit
* Crane, Thomas Edwin	Journeyman-Training	NonCredit
Culbertson, Anthony Sc	Radiologic & Imaging Technology	Credit
+ Dawson, Robert M	English As a Second Language	NonCredit
+ Dyer, Frederick B	Interdisciplinary Studies	Credit
Hammer, Jennifer C	English As a Second Language	NonCredit
Ikeda, Vivian S	English As a Second Language	NonCredit
+ Kramer, Leslie H	English As a Second Language	NonCredit
+ Lee, Thomas	English As a Second Language	NonCredit
+ Levinson, Stephen	Telecourses	Credit
+ Lewis, David W	English As a Second Language	NonCredit
Malfatti, Raymond T.	Apprenticeship	NonCredit
Marinoff, Joani Ellen	English As a Second Language	NonCredit
+ Mauzey, Karl P	Computer & Information Science	Credit
McCaffrey, James J	Health Care Technology	Credit
+ McCarthy, Denise Kathe	English As a Second Language	NonCredit
+ McCormack, Irene L	Licensed Vocational Nursing	Credit
Mostasisa, Theresa M.	Licensed Vocational Nursing	Credit
+ Roaman, Chester A	English As a Second Language	Credit
Smith, Lia J	English As a Second Language	NonCredit
Sneed, Jane W	Contract Education	NonCredit
+ Solow, Michael Alan	Chemistry	Credit
Valiente, Herving	Counseling	NonCredit
Yeung, Ellen L	Matriculation	NonCredit

G1 Spring 2001 31



TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: General Fund, Unrestricted

SUMMER 2001

(+: Full-time overload/extra pay)

(\*: New hourly academic employee)

<u>Name</u>	<u>Department</u>	<u>Division</u>
Abel, Jennifer M	English As a Second Language	NonCredit
Accornero, Marc	Foreign Languages	Credit
+ Aguiar, Glenn E	Mathematics	Credit
+ Allen, Mary J	Health Care Technology	Credit
Ancona, Patricia J	Art	Credit
+ Angeloff, Thomas	Physics	Credit
Aninao, Juan C	English As a Second Language	Credit
Antonio, Gary A.	Engineering & Technology(Weld)	Credit
Arquette, Edward J	Trade Skills	NonCredit
Ashton, Mary E	Biological Sciences	Credit
Atkinson, Lynne A	Phys Education & Dance	Credit
Auyeung, Mabel K	Child Dev. & Family Studies	Credit
Axt, Anita A	Foreign Languages	Credit
Azarmi, Gholam Reza	Child Dev. & Family Studies	Credit
Azevedo, Neyde	Music	Credit
Badler, Randolph D	Behavioral Sciences	Credit
+ Baird, Roger L	Art	Credit
Baraff, Barbara E	Foreign Languages	Credit
Barcojo, Gloria T	Bus/Office Tech/Small Bus	Credit
Barnhart, Jere L	Computer & Information Science	Credit
Barra-Salas, Adriana	English As a Second Language	NonCredit
Bartholomew, Muriel I	Foreign Languages	Credit
Bartlett, Chad M	English	Credit
+ Barton, Gail G	Phys Education & Dance	Credit
+ Bates, Stanley B	Bus/Office Tech/Small Bus	NonCredit
Baum, Richard Harris	Social Science	Credit
Bayer, Stephen Scott	Behavioral Sciences	Credit
+ Beasley, Willis M	Engineering & Technology(Weld)	Credit
+ Bedecarrax, Edmund	Biological Sciences	Credit
Bell, Elise J.	Computer & Information Science	Credit
+ Bell, Loren	English	Credit
+ Belle-Thomas, Carol	Interdisciplinary Studies	Credit
Bennich, Agathe	Art	Credit
Berger, Jacqueline Lis	English	Credit
Bernstein, Harry	Older Adults	NonCredit
Berston, Susan	Bus/Office Tech/Small Bus	NonCredit
Berston, Susan	Bus/Office Tech/Small Bus	Credit
Beyer, Karyn J	Broadcast Electronic Media Art	Credit
Bibliowicz, Morris	English As a Second Language	NonCredit
Bivens, Gerald	Graphic Communication	Credit
+ Bixler, Ronald A	Human Resources	Credit
+ Blood, David E	Phys Education & Dance	Credit
Bloom, Harriet	Older Adults	NonCredit
Bohan, Janet Ruth	Computer & Information Science	Credit
Bosson, Monica N.	English	Credit

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: General Fund, Unrestricted

Bowne, Samuel F	Computer & Information Science	Credit
Boyd, Gregory	Computer & Information Science	Credit
Boyle, Robert Patrick	Hospitality Training	NonCredit
Bozina, Robert P	Music	Credit
Brady, Joyce	Health Science	Credit
Brady, Joyce	Matriculation	Credit
Breda, Carmen	Consumer Education	NonCredit
Breschi, Karen L	Bus/Office Tech/Small Bus	NonCredit
Breyer, Jeffrey	English As a Second Language	NonCredit
Britton, Ruth B	English As a Second Language	Credit
Brothers, Jo E	Consumer Education	NonCredit
+ Brown III, Harold C	Phys Education & Dance	Credit
+ Brown, Steven W	Environmental Hort & Floristry	Credit
Brownsey, Maureen A	Women's Studies	Credit
Brownsey, Maureen A	Gay/Lesbian & Bi-Sexual Stud.	Credit
Brunner, Edda S	Foreign Languages	Credit
+ Buford, Sylvia Y	Child Dev. & Family Studies	Credit
Burick, Kathleen L	Phys Education & Dance	Credit
Burke, Timothy Brian	Behavioral Sciences	Credit
Burnick, Merle Toby	English As a Second Language	NonCredit
+ Cabral, Barbara A	Interdisciplinary Studies	Credit
Cadoppi, Carole S	Foreign Languages	Credit
Cagnacci, James E	Human Resources	Credit
Calvello III, Michael	Computer & Information Science	Credit
Campos, Marcia	Transitional Studies	NonCredit
+ Carfantan, Gerard T	Foreign Languages	Credit
Carlson, Lennis Jay	English As a Second Language	NonCredit
Carlson, Lennis Jay	Music	Credit
Carpenter, Janet Louis	Art	Credit
Casper, Harris	English As a Second Language	NonCredit
Cham, James F	English As a Second Language	NonCredit
Chapuis, Dominique	English As a Second Language	NonCredit
Charlton, Kathleen N	Health Care Technology	Credit
Chen, Cora	English As a Second Language	NonCredit
Chen, Grace S	Mathematics	Credit
Chen, Kwan S	Mathematics	Credit
Chin, Eddie Y	English As a Second Language	NonCredit
Ching, Gary K	Architecture	Credit
Ching, Paul Wakee	Engineering & Technology(Weld)	Credit
Chinn, Garrett	Older Adults	NonCredit
Chrystal, Yolanda	Career Dev & Placement Ctr	Credit
Chung, J Chuong H	Asian-American Studies	Credit
Chytrowski, Patricia C	Graphic Communication	Credit
Cinnater, Kathleen	Art	Credit
Clark, Dani L	English As a Second Language	NonCredit
Clark, Eva H	Transitional Studies	NonCredit
Clark, Leslie E	English As a Second Language	NonCredit
+ Clark, Ophelia	Bus/Office Tech/Small Bus	NonCredit
Clark, Patrick E.	Computer & Information Science	Credit
Cline, Elissa A.	Interdisciplinary Studies	Credit
Coles, Lynn M	Older Adults	NonCredit

+ Collins, John R	English	Credit
Collins, Warren	English As a Second Language	NonCredit
+ Common, Kurt	Engineering & Technology(Weld)	Credit
Connors, James Michael	Fire Science	Credit
Costello, Patricia A	English As a Second Language	NonCredit
Cousineau, Kathryn	Architecture	Credit
Cox, Carolyn L	English As a Second Language	NonCredit
Cox, Karen C	English	Credit
Culp, James Samuel	Film Production	Credit
Cummins, James E	English As a Second Language	NonCredit
Cunningham, James B	Phys Education & Dance	Credit
Cutten, Barbara M	Bus/Office Tech/Small Bus	Credit
Daddy, Kwaku	Music	Credit
+ Dang, Lorraine L	Chemistry	Credit
Dangelo, Jack E	Bus/Office Tech/Small Bus	Credit
Darck, Jeffrey L.	Mathematics	Credit
Datz, Alison M	English As a Second Language	NonCredit
Davis, Bob	Music	Credit
Davis, Pamela	English As a Second Language	NonCredit
Dawe, A. Timothy	Physics	Credit
DeGirolamo, Gerald I	Evening Division	Credit
Dent, Carol J	English As a Second Language	NonCredit
Derr, John A	English As a Second Language	NonCredit
Diamond, Joseph N.	English As a Second Language	NonCredit
Diaz, Edward T	Phys Education & Dance	Credit
Dill, Robert L	English As a Second Language	NonCredit
Donovan, Sharon Marie	Contract Education	NonCredit
+ Drucker, Ronald	Chemistry	Credit
+ Duckworth, Edwin	Astronomy	Credit
+ Duggan, Bradley J	Phys Education & Dance	Credit
Dulman, Marc	English	Credit
Eben, Judith D	Consumer Arts & Sciences	Credit
Edmondson, Wilbur O	English As a Second Language	NonCredit
Edwardson, Lawrence H	English As a Second Language	NonCredit
Enciso, Franz J	Music	Credit
Eng, Chelsea N	Phys Education & Dance	Credit
+ Erwin, Mary C	Biological Sciences	Credit
Escalante, Martin P	Trade Skills	NonCredit
Fajilan, Ann	Theater Arts	Credit
Fang, Lynn L	Consumer Education	NonCredit
Fellini-Tishler, Debor	Foreign Languages	Credit
Fernandez, Germania	Foreign Languages	Credit
Fine, Brandon L	English As a Second Language	NonCredit
Firestone, Alan H.	Art	Credit
Fitzgerald, Carole	Disabled Stud Prog & Services	NonCredit
Fong, Bryant	Health Science	NonCredit
+ Fong, May	Consumer Education	NonCredit
+ Fong, Raymond H	Chemistry	Credit
Forsberg, Alan Norman	Earth Sciences	Credit
Frahm, Janene	English	Credit
Franklin, Kim R.	English As a Second Language	NonCredit



+ Fregly, Carol A	English	Credit
Fung, Allen K	Computer & Information Science	Credit
Fung, Tracey May	Biological Sciences	Credit
Gavryshova, Natalia I	Mathematics	Credit
Gee, Daven R	Film Production	Credit
Gensler, Theresa M	Phys Education & Dance	Credit
Giambattista, Louie M.	Instructional Computing Lab	Credit
Giambattista, Louie M.	Computer & Information Science	Credit
Gilewska, Bozena	English As a Second Language	NonCredit
Gill, Carl	Bus/Office Tech/Small Bus	NonCredit
Gimenez-Rosello, Carme	English	Credit
Ginsberg, Elaine B	Art	Credit
Giusto, Thomas L	Phys Education & Dance	Credit
Givens-Tolson, Cathryn	Consumer Education	NonCredit
Glosser, Frederick C	Human Resources	Credit
Gonzalez, Maria Victor	Foreign Languages	Credit
Gordon, Susan E	English As a Second Language	NonCredit
+ Graber, Mary R	Phys Education & Dance	Credit
+ Grady, Margaret	Phys Education & Dance	Credit
Grayson, Richard B	Bus/Office Tech/Small Bus	NonCredit
+ Green, Herbert K	English	Credit
+ Green, Jacquelyn W	Foreign Languages	Credit
Green, Melissa Margare	Computer & Information Science	Credit
Greger, Christopher Ka	English	Credit
Greggains, Raymond	Phys Education & Dance	Credit
Griffis, Stanley J	Transitional Studies	NonCredit
Grimes, Paul G	English As a Second Language	Credit
Guiuan, Antonio S	Asian-American Studies	Credit
Gurney, Robert Peter	Behavioral Sciences	Credit
Guthrie, Terry W	English As a Second Language	Credit
Gutierrez, Eusebio R	Broadcast Electronic Media Art	Credit
Gutierrez, Eusebio R	Broadcast Communications	Credit
Gutierrez, William E	Trade Skills	NonCredit
Habegger, Valerie	Transitional Studies	NonCredit
Halpern, Irene	Older Adults	NonCredit
Hansen, Carol L	English	Credit
+ Hardiman, David	Music	Credit
Harlow, Nicole Anne	Institute for Int'l Students	NonCredit
+ Harris, Theresa E	Health Science	Credit
Harrison, Lisa M.	Behavioral Sciences	Credit
Hasib, Shama T	English As a Second Language	NonCredit
Hawthorne, Mark R	Administration of Justice	Credit
+ Hayes, Daniel	Phys Education & Dance	Credit
+ Haynes, Lynetta D	Bus/Office Tech/Small Bus	NonCredit
Haynes-Creswell, Sharo	Bus/Office Tech/Small Bus	NonCredit
Hector, Gina Wood	Bus/Office Tech/Small Bus	Credit
Hellerstein, Nathaniel	Mathematics	Credit
Helmy, Anna-Lisa	English As a Second Language	NonCredit
+ Hendricks, Joann	Bus/Office Tech/Small Bus	Credit
Hill, Roger W	Biological Sciences	Credit
Hiraguri, Akira	Foreign Languages	Credit

+ Hirose, Lynda M	Hotel & Restaurant Operation	Credit
Ho, Margaret S	Foreign Languages	Credit
Hoffman, Camille S	English As a Second Language	NonCredit
Holsten, Matthew e	English As a Second Language	NonCredit
+ Hom, Calvin W	Biological Sciences	Credit
Hom, Melvin L	Mathematics	Credit
Hong, Patricia Y	English As a Second Language	NonCredit
Hopkins, Aisjah B	Older Adults	NonCredit
+ Houck, Charles R	Disabled Stud Prog & Services	NonCredit
Hovanesian, Suzanne A.	English As a Second Language	NonCredit
Howitt, Victoria Linn	English	Credit
+ Hsu, Hilary K	Bus/Office Tech/Small Bus	Credit
+ Hu, Karin G	Behavioral Sciences	Credit
Hu, Thomas	Mathematics	Credit
+ Hubbell, Judy	Learning Assistance	Credit
+ Hubbell, Judy	Music	Credit
Hudson, Julia	Bus/Office Tech/Small Bus	NonCredit
Hudspeth, Charles M	Music	Credit
Hughes, Jeanne M	Phys Education & Dance	Credit
Hughes, Patricia B	English As a Second Language	NonCredit
Huntzinger, Anne K	English As a Second Language	NonCredit
Itelson, Steven T	Mathematics	Credit
Jackson, Ida	Bus/Office Tech/Small Bus	NonCredit
Jackson, Lawrence J	Bus/Office Tech/Small Bus	NonCredit
Jackson, Lawrence J	Bus/Office Tech/Small Bus	Credit
James, Arlene	Transitional Studies	NonCredit
Jeh, Wesley M.	Mathematics	Credit
Jia, Baocai	Foreign Languages	Credit
Johnson, Daniel P	Bus/Office Tech/Small Bus	Credit
Johnson, Michael S	Foreign Languages	Credit
Johnson, Robert T	Physics	Credit
Jones, John W	Computer & Information Science	Credit
Jones, Keith D.	Bus/Office Tech/Small Bus	NonCredit
Jones, Robert	Behavioral Sciences	Credit
Jones, Rod L.	Trade Skills	NonCredit
Kailath, Priya Susan	English As a Second Language	NonCredit
+ Kan, Jimmy P	Mathematics	Credit
Kaneshiro, Dawn	Art	Credit
+ Kao, Lancelot Long-Tse	Astronomy	Credit
Kappra, Richard	English As a Second Language	NonCredit
Karay, Dean Nicholas	English As a Second Language	NonCredit
Kastner, Barbara J	English As a Second Language	NonCredit
Kearsley, Jeanne	English As a Second Language	NonCredit
Keeley, Gloria A	English As a Second Language	NonCredit
Kennedy, Matthew	Behavioral Sciences	Credit
Kimball, Charles M	Engineering & Technology(Weld)	Credit
King, Elizabeth P.	Transitional Studies	NonCredit
Kipp, Ana R.	Transitional Studies	NonCredit
Kline, Barbara LeBean	English As a Second Language	NonCredit
Kling, Fred	Art	Credit
Knapp, Glenn	Bus/Office Tech/Small Bus	Credit



TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: General Fund, Unrestricted

	Koehler, Frank H	Physics	Credit
+	Kuhns, Craig S	Bus/Office Tech/Small Bus	Credit
	Kwan, Dan Bingman	Foreign Languages	Credit
	Lagomarcino, Natalie D	Biological Sciences	Credit
	Lardie, Rayne N	English As a Second Language	NonCredit
+	Larin, Renato A	Mission Campus	NonCredit
	Lass, Barbara M.	Behavioral Sciences	Credit
	Lau, Shuk-Han	Bus/Office Tech/Small Bus	NonCredit
	Laughlin, Neil T	Phys Education & Dance	Credit
+	Laughlin, Sean M	Phys Education & Dance	Credit
+	Lee, Alfred T	Chemistry	Credit
	Lee, Diana N	English As a Second Language	NonCredit
	Lee, Sau Fong	Consumer Education	NonCredit
	Lee, Susie K	English As a Second Language	NonCredit
	Lee, Wayne C	English As a Second Language	NonCredit
	Leech, Marla	Broadcast Electronic Media Art	Credit
+	Legion, Vicki Wirth	Health Science	Credit
	Leiva, Jose L	Theater Arts	Credit
	Lenetaki, Sophia	Language Center	Credit
	Lewis, Christa M	English As a Second Language	NonCredit
	Lien, Steven	English As a Second Language	NonCredit
	Light, Laura Susan A	Foreign Languages	Credit
+	Lin, Doris K	Chemistry	Credit
	Lindeboom, Robert T	English As a Second Language	NonCredit
	Liou, Joyce L.	Language Center	Credit
	Liou, Joyce L.	Foreign Languages	Credit
	Lisker, David M	English As a Second Language	NonCredit
	Liu, Debra R	English As a Second Language	NonCredit
	Liu, Jean C	Bus/Office Tech/Small Bus	NonCredit
	Long, William Eugene	Fire Science	Credit
	Louie, Van	English As a Second Language	NonCredit
+	Lucarelli, Adam J	Phys Education & Dance	Credit
	Lucas-Clark, Joyce E.	Earth Sciences	Credit
	Luckey, Bernadine Cori	Child Dev. & Family Studies	Credit
+	Luey, Leon J	Mathematics	Credit
	Lutsky, Sheila M.	English As a Second Language	NonCredit
	Lutz, Robert Walter	Learning Assistance	Credit
	Lutz, Robert Walter	Behavioral Sciences	Credit
	Lyau, Pamela W	Phys Education & Dance	Credit
	Ma, Thi Thi	English As a Second Language	NonCredit
	Mack, Beverly K	Consumer Education	NonCredit
	Magid, Fay A	Older Adults	NonCredit
	Malachowski, Michael	Biological Sciences	Credit
	Mannon, Elaine I	Scholarship	Credit
	Manukova, Sophia Arcad	English As a Second Language	NonCredit
	Marcon, Betty Lynn	Hotel & Restaurant Operation	Credit
	Marinas, Marina	Mathematics	Credit
	Marinoff, Joani Ellen	Health Science	Credit
+	Marion, Alan	Astronomy	Credit
	Marley, Elsa Patricia	Art	Credit
	Martinez, Rose M	Bus/Office Tech/Small Bus	NonCredit

Massad, Lina	English As a Second Language	NonCredit
Mauleon-Santana, Rebec	Music	Credit
Mc Guire, John F	Phys Education & Dance	Credit
+ McInerny, William J	Chemistry	Credit
McKinney, Cleveland	Bus/Office Tech/Small Bus	NonCredit
McMahon, Sean P	Chemistry	Credit
McMullen II, John A.	Theater Arts	Credit
McNees, John A	Trade Skills	NonCredit
McNichol, Julita Barce	Transitional Studies	NonCredit
Mendonsa, George L	Bus/Office Tech/Small Bus	NonCredit
Metzgar, Joseph V	Older Adults	NonCredit
Mian, Badshah K	Instructional Computing Lab	Credit
Mickelson, Linda Ann	Child Dev. & Family Studies	Credit
Miller, H. Brown	English	Credit
Miller, Robert	English As a Second Language	NonCredit
Misumi, Diane T	Health Science	NonCredit
Mitchell, Patricia	English As a Second Language	NonCredit
Mo, Sigismund	Bus/Office Tech/Small Bus	NonCredit
Mockus, Martha S	Music	Credit
+ Mogar, Mariannina	Child Dev. & Family Studies	Credit
Mollica, Robin	English As a Second Language	Credit
Monroy, Maria M	Bus/Office Tech/Small Bus	NonCredit
Montesano, Philip	Evening Division	Credit
Montesano, Philip	Social Science	Credit
Morabito, Salvatore	Foreign Languages	Credit
+ Morales, Leslie	Bus/Office Tech/Small Bus	NonCredit
Moreno, Renee M	Bus/Office Tech/Small Bus	NonCredit
Mori, Dennis J	Bus/Office Tech/Small Bus	Credit
+ Moss, George	Social Science	Credit
Mueller, Gerald A	Music	Credit
Mulholland, Patrice	Study Abroad Program	Credit
Murphy, Deborah S	English As a Second Language	NonCredit
+ Nance, Glenn R	Social Science	Credit
Navarro, Francoise J	Foreign Languages	Credit
Nelson, Karin Christin	Career Dev & Placement Ctr	Credit
Nelson, Lee W	Graphic Communication	Credit
Neranchi, George A	Bus/Office Tech/Small Bus	Credit
Neumann, Robert J	English As a Second Language	NonCredit
Nguyen, Chau B	English As a Second Language	NonCredit
Nguyen, Minh H	Alemany Campus	NonCredit
Nichols, Russell	English As a Second Language	Credit
Nuttall, Allan P.	Bus/Office Tech/Small Bus	NonCredit
Nuttall, Allan P.	Bus/Office Tech/Small Bus	Credit
Nzewi, Esther N.	Behavioral Sciences	Credit
Ochoa, Marcia	Interdisciplinary Studies	Credit
+ Ogden, Aaron John	Hospitality Training	NonCredit
Olmsted, Daniel Barnet	Film Production	Credit
Ousdahl, Tracy A	English As a Second Language	NonCredit
Owens, Rhonella C	Learning Assistance	Credit
Owens, Rhonella C	Interdisciplinary Studies	Credit
+ Owyang, Douglas	Phys Education & Dance	Credit



	Paez, Ricardo	Trade Skills	NonCredit
+	Palacio, Mitchell T	Phys Education & Dance	Credit
	Pang, Wilma C	Music	Credit
	Parayno, Michael Donat	Asian-American Studies	Credit
	Parodi, Michael E	Phys Education & Dance	Credit
+	Paz, Leo S	Foreign Languages	Credit
	Peirce, Pamela K	Environmental Hort & Floristry	Credit
	Pinetti, Robert J	Graphic Communication	Credit
+	Piontkowski, Dennis	Mathematics	Credit
	Platford, Olivia	English As a Second Language	NonCredit
	Potter, Elizabeth A	Transitional Studies	NonCredit
	Preza, Baltimore A	English As a Second Language	NonCredit
	Punsalan, Douglas	Film Production	NonCredit
+	Quadra, Indiana G	Career Dev & Placement Ctr	Credit
	Queen, Miriam H.	English As a Second Language	Credit
	Quevedo, Olivia	English As a Second Language	NonCredit
	Quintana, Alejandro F	English As a Second Language	NonCredit
	Rappaport, Stanford A.	Language Center	Credit
	Rea, Raymond	Gay/Lesbian & Bi-Sexual Stud.	Credit
+	Regino, Nestor C	Computer & Information Science	Credit
	Reichman, Linda K	English As a Second Language	NonCredit
	Reitan, Carol H	Language Center	Credit
	Ren, Ming	Art	Credit
	Reppun, Diane J	Phys Education & Dance	Credit
	Reppun, Susan M	Phys Education & Dance	Credit
	Restivo, Douglas	Art	Credit
	Resus, Araceli	Phillipine Studies	Credit
	Reynolds, Linda	Art	Credit
	Richardson, Philip C	Computer & Information Science	Credit
	Richmond, Kimberly Mic	English	Credit
	Riggs, Charles J	English	Credit
	Rincon, Dory P	Health Care Technology	Credit
	Rittenhouse, Amanda A	Health Science	Credit
	Roake, Anne Marie	Phys Education & Dance	Credit
+	Roaman, Chester A	English As a Second Language	NonCredit
	Roberts, David M	Phys Education & Dance	Credit
+	Roberts, Laurie	English As a Second Language	Credit
	Rodriguez, Pablo E	Transitional Studies	NonCredit
	Rohsik, Cheryl	Phys Education & Dance	Credit
	Rokni, Mitra	Behavioral Sciences	Credit
+	Rose, Arthur W	Bus/Office Tech/Small Bus	Credit
	Rosenbaum, Leanna L	Instructional Computing Lab	Credit
	Rosenberg, Stephanie C	Bus/Office Tech/Small Bus	NonCredit
+	Rosenthal, Nadine	Learning Assistance	Credit
	Rothe, Marianne	English As a Second Language	NonCredit
	Rothstein, Ira Michael	Film Production	Credit
	Rowe, Peter C	Physics	Credit
	Rowley, Shaun E.	Learning Assistance	Credit
	Ruane, Susan H	Child Dev. & Family Studies	Credit
	Rudolph, Linda J	English As a Second Language	NonCredit
+	Rush, George M	Phys Education & Dance	Credit

Rush, Helen	Bus/Office Tech/Small Bus	NonCredit
Russakovskii, Yevgeniy	Mathematics	Credit
Russo, Cathy E	Health Science	Credit
+ Sabolboro, Jessica U	Behavioral Sciences	Credit
Sagastume, Juan E	Transitional Studies	NonCredit
Sakai, Yayoi A	Environmental Hort & Floristry	Credit
Sanford, Curt Neal	English As a Second Language	NonCredit
+ Saniee, Fariborz F	Engineering & Technology(Weld)	Credit
Sayed, Javaid A	Interdisciplinary Studies	Credit
Schug, Matthew	Trade Skills	NonCredit
Schulz, Henry William	Behavioral Sciences	Credit
Schuricht, Robert N	English As a Second Language	NonCredit
Schwartz, Marvin L	English As a Second Language	NonCredit
Selleck, Denise F	English As a Second Language	NonCredit
Senzaki, Randall K.	Asian-American Studies	Credit
Shea, Kevin M	Phys Education & Dance	Credit
Sherry, Michelle E	Child Dev. & Family Studies	Credit
Shimm, Amy N	Graphic Communication	Credit
Sieglitz, Michele R	Broadcast Electronic Media Art	Credit
Silver, Elizabeth	English As a Second Language	NonCredit
Silver, Melinda	English As a Second Language	Credit
Silverman, Herb M	Transitional Studies	NonCredit
Smith, Frank R	English As a Second Language	NonCredit
Smith, Terrill C	Biological Sciences	Credit
Solow, Michael Alan	Chemistry	Credit
Spano, Giorgio	Foreign Languages	Credit
+ Srouji, Ghassan	Mathematics	Credit
Stanford, Darryl L	Astronomy	Credit
Stein, Ron R.	English As a Second Language	Credit
Stellman, Christopher	Hotel & Restaurant Operation	Credit
Stepanek, Gail A	Phys Education & Dance	Credit
Stewart, Elizabeth W	Learning Assistance	Credit
Stoops, Barbara J.	English As a Second Language	NonCredit
Strasser, Dharma C	Art	Credit
Streckfuss, Jeanne W	Phys Education & Dance	Credit
Stuart, John	Computer & Information Science	Credit
Sung, Shirley	English As a Second Language	NonCredit
Suttle, Peter F	English As a Second Language	Credit
Swartz, Thomas J	Mathematics	Credit
+ Ta, Hoa M	Asian-American Studies	Credit
Tai, Julia M	English As a Second Language	NonCredit
Takamatsu, Nobuko	Foreign Languages	Credit
+ Tam, Mo-Shuet	English As a Second Language	Credit
+ Tan, Bie H	Mathematics	Credit
+ Tang, Paul S	Mathematics	Credit
+ Tang-Quan, Ethel I	Matriculation	Credit
+ Tang-Quan, Ethel I	English	Credit
+ Taylor, Joyce T	English	Credit
Tenge, Marijke	English As a Second Language	Credit
Thaggert, Henry Laymel	Mathematics	Credit
Thiry, Pierre S	Computer & Information Science	Credit



## EMPLOYEES: General Fund, Unrestricted

+ Thomas, Barbara E	Career Dev & Placement Ctr	Credit
Thompson, Gene	English As a Second Language	NonCredit
Thormann, David G	English As a Second Language	NonCredit
Timlin, Robert Scott	Computer & Information Science	Credit
Tinnemeyer, Andrea J	English	Credit
Toribio, Helen C	Asian-American Studies	Credit
Torres, Edgar L	Art	Credit
Torres, Edgar L	Social Science	Credit
Toth, Andrea	English As a Second Language	Credit
Townsell, Frank V	Music	Credit
+ Tragardh, Thomas	English As a Second Language	Credit
Trammell, Floyd W	Bus/Office Tech/Small Bus	NonCredit
Tran, Marlene	English As a Second Language	NonCredit
Trinh Jr., Dinh X	Computer & Information Science	Credit
Trinh, Dinh X	Computer & Information Science	Credit
Tyau, Gaylore C	Bus/Office Tech/Small Bus	Credit
+ Ubungen, Josephine M	Career Dev & Placement Ctr	Credit
Uchida, Hideki R	Bus/Office Tech/Small Bus	Credit
Uchima-Decena, Akemi	Foreign Languages	Credit
Urista, Victor H	Counseling	Credit
Van Ecke, Yolanda H.	Behavioral Sciences	Credit
Van Hasselt, Jade G	Child Dev. & Family Studies	Credit
Van Stavern, Paul D	English As a Second Language	NonCredit
Vanoncini, John C.	Phys Education & Dance	Credit
+ Vasquez, Miguel A	Foreign Languages	Credit
Vaudreuil, Laura M	English As a Second Language	NonCredit
Vaughn, Leslie A	English As a Second Language	NonCredit
+ Vayngortin, Lev D	Mathematics	Credit
Villazana-Price, Norma	Child Dev. & Family Studies	Credit
Vo, Danny	Mathematics	Credit
+ Wall, Jesse D.	Physics	Credit
Wallace, Susan Ann	English As a Second Language	NonCredit
+ Walsh, Laura	Learning Assistance	Credit
+ Walsh, Laura	English As a Second Language	Credit
Wang, Jean F	Foreign Languages	Credit
+ Webb, Rachel	English	Credit
Weinberg, Gary L	English As a Second Language	Credit
Wellin, Edith	Human Resources	Credit
Wen, Jing	English As a Second Language	NonCredit
White, Max L	Art	Credit
Wilk, John R	Theater Arts	Credit
+ Wille, Patrick	Bus/Office Tech/Small Bus	Credit
Williams, Kirstin E	Phys Education & Dance	Credit
Williams, Maria M	Bus/Office Tech/Small Bus	NonCredit
Williams, Rufus L	Bus/Office Tech/Small Bus	NonCredit
Williamson, Kovak C	Bus/Office Tech/Small Bus	Credit
Williamson, Kovak C	Bus/Office Tech/Small Bus	NonCredit
Wilson, Margaret M	Bus/Office Tech/Small Bus	NonCredit
Winston, Terri Lynn	Broadcast Electronic Media Art	Credit
Wisnieski, Carol J	English As a Second Language	NonCredit
Wong, Edmund Y.	Computer & Information Science	Credit



TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: General Fund, Unrestricted

+ Wong, Francisco	Social Science	Credit
Wong, Jane S	Computer & Information Science	Credit
Wong, Jones D	English As a Second Language	NonCredit
Wong, Manuel K	Child Dev. & Family Studies	Credit
Wong, Oscar	Computer & Information Science	Credit
Woo, Lily L	English As a Second Language	NonCredit
+ Woods, Anthony D	English	Credit
Yamashiro, Lisa	Consumer Education	NonCredit
Yamashiro, Lisa	Consumer Education	Credit
Yan, Pin	Computer & Information Science	Credit
Yang, Helen Y	English As a Second Language	NonCredit
+ Yavorsky, Eugenia A	Bus/Office Tech/Small Bus	NonCredit
Ye, Irene Z	English As a Second Language	NonCredit
+ Yee, Christina	Language Center	Credit
+ Yee, David	Physics	Credit
+ Yee, Jill	Behavioral Sciences	Credit
Yeung, Ellen L	English As a Second Language	NonCredit
Yuan, Steven	Trade Skills	NonCredit
Zahedi, Shaye Z	Biological Sciences	Credit
+ Zanetto, Janet S	English As a Second Language	Credit
Zhang, Roger	English As a Second Language	NonCredit
+ Zlotnick, Jan F	Health Science	Credit
Zonc, Stephanie Ann	Behavioral Sciences	Credit
Zuniga, Julieta	Foreign Languages	Credit

G1 Summer 2001: 528

Total for G1: 559

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester, department and restricted program shown. Employment is contingent upon funds available in the applicable restricted program. Employment is contingent upon adequate class enrollment, possession of applicable minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time academic employees shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments for full-time academic employees shall be in accordance with the relevant provisions of the appropriate bargaining contracts and the City College of San Francisco Faculty Handbook.

## SPRING 2001

(+: Full-time overload/extra pay)

(\*: New hourly academic employee)

Name	Department	Grant	Division
Aninao, Juan C	Matriculation	Matriculation-Credit 2000-2001	Credit
+ Clark, Robert M	Matriculation	Matriculation-Credit 2000-2001	Credit
+ Hayes, Donna J	Counseling	Matriculation-Credit 2000-2001	Credit
Marinelli, Elizabeth Anne	Disabled Stud Prog & Services	Matriculation-Noncredit 2000-2001	NonCredit
+ Martin, Molly	Matriculation	Matriculation-Credit 2000-2001	Credit
+ Schusteff, Aaron	Matriculation	Matriculation-Credit 2000-2001	Credit
+ Spingola-Connolly, Jeanni	Counseling	Matriculation-Noncredit 2000-2001	NonCredit
+ Ubungen, Dennis F	Matriculation	Matriculation-Credit 2000-2001	Credit

G2 Spring 2001: 8

## SUMMER 2001

(+: Full-time overload/extra pay)

(\*: New hourly academic employee)

Name	Department	Grant	Division
+ Bell, Loren	Matriculation	Matriculation- Credit 2001-2002	Credit
+ Bell, Loren	Matriculation	Matriculation-Credit 2000-2001	Credit
+ Brown, Eleanor R	Matriculation	Matriculation- Credit 2001-2002	Credit
+ Brown, Eleanor R	Matriculation	Matriculation-Credit 2000-2001	Credit
Chuck, Terence Albert	Disabled Stud Prog & Services	Disabled Student Excess Cost 01-02	NonCredit
Chuck, Terence Albert	Disabled Stud Prog & Services	DSPS 2000-2001	NonCredit
De Cordova, Andre Monserr	Extended Oppo Prog & Services	EOPS 2000-2001	Credit
Delgado, John F	Matriculation	Matriculation-Credit 2000-2001	Credit
Delgado, John F	Matriculation	Matriculation- Credit 2001-2002	Credit
+ Fong, Raymond	Extended Oppo Prog & Services	EOPS 2000-2001	Credit
+ Fregly, Carol A	Matriculation	Matriculation-Credit 2000-2001	Credit
+ Fregly, Carol A	Matriculation	Matriculation- Credit 2001-2002	Credit
Good, Maral	Disabled Stud Prog & Services	DSPS 2000-2001	NonCredit
Griffin, Bernice Y	Extended Oppo Prog & Services	EOPS 2000-2001	Credit
Guiuan, Antonio S	Extended Oppo Prog & Services	EOPS 2000-2001	Credit
+ Illick, Shirley A	Matriculation	Matriculation- Credit 2001-2002	Credit
+ Johnson, Paul L	Disabled Stud Prog & Services	DSPS 2000-2001	NonCredit
+ Kwan, Marion	Extended Oppo Prog & Services	EOPS 2000-2001	Credit
+ Labrie, Portia S	Extended Oppo Prog & Services	EOPS 2000-2001	Credit
+ Larin, Renato A	Extended Oppo Prog & Services	EOPS 2000-2001	Credit

## TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC

EMPLOYEES: General Fund, Restricted

+ Leung, Lorelei	Extended Oppo Prog & Services	EOPS 2000-2001	Credit
Michelucci, Mabel L	Extended Oppo Prog & Services	EOPS 2000-2001	Credit
+ O'Hare, Melanie B	English As a Second Language	Matriculation-Credit 2000-2001	Credit
+ Owens, Joyce	Extended Oppo Prog & Services	EOPS 2000-2001	Credit
Parenteau, Muriel L	Disabled Stud Prog & Services	DSPS 2000-2001	NonCredit
+ Phillips, Catherine	Matriculation	Matriculation- Credit 2001-2002	Credit
+ Phillips, Catherine	Matriculation	Matriculation - Credit	Credit
+ Phillips, Catherine	English As a Second Language	Matriculation-Credit 2000-2001	Credit
Rachels, Karen R	Disabled Stud Prog & Services	DSPS 2000-2001	NonCredit
Rachels, Karen R	Disabled Stud Prog & Services	Matriculation-Noncredit 2000-2001	NonCredit
Rachels, Karen R	Disabled Stud Prog & Services	Disabled Student Excess Cost 01-02	NonCredit
+ Roberts, Laurie	English As a Second Language	Matriculation-Credit 2000-2001	Credit
Rodriguez, Dora Elena	Disabled Stud Prog & Services	DSPS 2000-2001	NonCredit
Rodriguez, Dora Elena	Disabled Stud Prog & Services	Disabled Student Excess Cost 01-02	NonCredit
+ Spears, Deanne K	Matriculation	Matriculation-Credit 2000-2001	Credit
+ Spears, Deanne K	Matriculation	Matriculation- Credit 2001-2002	Credit
Stanfield, Paula Kathleen	Extended Oppo Prog & Services	EOPS 2000-2001	Credit
+ Ta, Hoa M	Extended Oppo Prog & Services	EOPS 2000-2001	Credit
+ Tam, Mo-Shuet	English As a Second Language	Matriculation-Credit 2000-2001	Credit
+ Tragardh, Thomas	English As a Second Language	Matriculation-Credit 2000-2001	Credit
+ Tragardh, Thomas	Matriculation	Matriculation- Credit 2001-2002	Credit
+ Tragardh, Thomas	Matriculation	Matriculation-Credit 2000-2001	Credit
+ Verdugo, Diana L	Extended Oppo Prog & Services	EOPS 2000-2001	Credit
+ Webb, Rachel	Matriculation	Matriculation-Credit 2000-2001	Credit
Webb, Rachel	Matriculation	Matriculation- Credit 2001-2002	Credit
+ Wilson, Joan	Matriculation	Matriculation-Credit 2000-2001	Credit
+ Wilson, Joan	Matriculation	Matriculation- Credit 2001-2002	Credit
+ Wolf, Rosalie	Matriculation	Matriculation- Credit 2001-2002	Credit
+ Wolf, Rosalie	Matriculation	Matriculation-Credit 2000-2001	Credit
+ Zanetto, Janet S	English As a Second Language	Matriculation-Credit 2000-2001	Credit

G2 Summer 2001: 50

Total for G2: 58

Total Records: 617



010531 – G3

Full-Time

First Year

Contract

**RESOLVED:** That on the effective dates indicated, the following named academic employees be appointed as full-time faculty. Appointment shall be contingent upon verification of satisfactory physical examination, a tuberculosis clearance, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule (Contract and Regular faculty):

<u>NAME</u>	<u>DEPARTMENT/CAMPUS</u>	<u>STATUS</u>	<u>REPLACEMENT FOR</u>	<u>EFFECTIVE DATES</u>
COX, Karen	English / Phelan	First Year Contract	Mary Riordan U-7512-1120-1500-C FF9648	08/15/01
FREDERICKS, Diane	Transitional Studies / ALC and Tutorial Center – 31 Gough	First Year Contract	Sharon Crater U-7347-1120-4900-N – 60% U-7347-1220-4900-N – 40% FF9743	08/15/01
GORTHY, Michelle	English / Phelan	First Year Contract	Jill McCaughna U-7512-1120-1500-C FF9639	08/15/01
GREGGER, Christopher	English / Phelan	First Year Contract	Christina Mandanis U-7512-1120-1500-C FF9606	08/15/01
JACKSON, Lawrence	Business / Downtown	First Year Contract	Alice Everts U-7421-1120-0500-N FF9697	08/15/01

010531 – G3 (Cont.)

Full-Time  
First Year  
Contract

**RESOLVED:** That on the effective dates indicated, the following named academic employees be appointed as full-time faculty. Appointment shall be contingent upon verification of satisfactory physical examination, a tuberculosis clearance, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule (Contract and Regular faculty):

<u>NAME</u>	<u>DEPARTMENT/CAMPUS</u>	<u>STATUS</u>	<u>REPLACEMENT FOR</u>	<u>EFFECTIVE DATES</u>
KING, Elizabeth	English / Phelan	First Year Contract	Terri Greenfield U-7512-1120-1500-C FF9630	08/15/01
LANDES, David	Social Sciences / Phelan & various	First Year Contract	New UPFX-7342-1120-2200-C FF9155	08/15/01
MONAJAMI, Sirous	Library & Learning Resources / Various	First Year Contract	Patricia Smith U-9320-1230-6120-N FN9796	08/15/01
NISHIMURA, Arthur	Behavioral Sciences / Phelan	First Year Contract	Robert Dunbar U-7318-1120-2000-C FF9831	08/15/01
WEIL, Melinda	Astronomy / Phelan	First Year Contract	Alan Marion U-7216-1120-1900-C FF9921	08/15/01



010531 – G4

Full-Time  
Temporary

**RESOLVED:** That on the effective dates indicated, the following named academic employees be appointed as full-time temporary (long-term substitute) faculty. Appointment shall be contingent upon verification of satisfactory physical examination, a tuberculosis clearance, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule.

<u>NAME</u>	<u>DEPARTMENT/CAMPUS</u>	<u>STATUS</u>	<u>REPLACEMENT FOR</u>	<u>EFFECTIVE DATES</u>
BOGOMOLNY, Abby	English / Phelan	Full-Time Temporary (Long-Term Substitute)	Sandra Schlesinger U-5120-1129-6010-C FS9999	08/15/01 – 05/24/02
DENNEY, Stephanie	English / Phelan	Full-Time Temporary (Long-Term Substitute)	Rosalie Wolf U-5120-1129-6010-C FS9999	08/15/01 – 05/24/02
SANELLI, Andrea	English / Phelan	Full-Time Temporary (Long-Term Substitute)	Mary Amsler Leonard Sanazaro U-5120-1129-6010-C FS9999	08/15/01 – 05/24/02
SILVERSTEIN, Lois	English / Phelan	Full-Time Temporary (Long-Term Substitute)	Frederick Dyer U-5120-1129-6010-C FS9999	08/15/01 – 05/24/02

010531 - G5

Academic Employees  
Temporary Appts  
Tenure Review

**RESOLVED:** That the following academic employees be temporarily appointed to Tenure Review  
Assignments for the period January 17, 2001 through May 25, 2001, for the hours indicated. The activity is  
funded by the District General Fund, Appropriation #U-5120-1422-Program-C. Salary shall be in accordance  
with the appropriate salary schedule for instructors, non-instructional rate.

NAME	CHANGE HOURS		ADD	DEPT	PROGRAM
	FROM (January)	TO: (May)			
Shoaf, William	27	18		ESL	7612
Adams, Mary	9	0		SOSC	7342

010531 - G6  
Leave of  
Absence

**RESOLVED:** That for the effective date shown the following named academic personnel be granted leave of  
absence:

NAME	DEPARTMENT/CAMPUS	CONTRACT SECTION	EFFECTIVE DATES
Greene, Phillip	Film Production/Phelan	17.B 100%	04/12/01 - 05/51/01

010531 - G7  
Leave of  
Absence

**RESOLVED:** That for the effective date shown the following named academic personnel be granted leave of absence:

NAME	DEPARTMENT/CAMPUS	CONTRACT SECTION	EFFECTIVE DATES
Greene, Phillip	Film Production/Phelan	17.P 60%	08/15/01 - 12/21/01
Katz, Jonathan D.	GLST/Phelan	17.B 100%	08/15/01 - 05/24/02
Kleinman, Craig	English/Phelan	17.B 100%	08/15/01 - 05/24/02
Knight, Marla	Transitional Studies/JAD	17.P 20%	08/15/01 - 12/21/01
Matsumura, Mikiko	Foreign Languages/Phelan	17.P 50%	08/15/01 - 12/21/01
Weisman, Vicki	Transitional Studies/Phelan	17.P 20%	08/15/01 - 05/24/02

010531 - G8  
Department  
Chairperson  
Stipend  
Spring 2001

**RESOLVED:** That the following named supervisor be assigned additional responsibilities during the Academic year 2001-2002; payment for these responsibilities shall be the stipend amount indicated for the academic year and pro-rated to the days served.

NAME	DEPARTMENT	STEP	STIPEND SPRING 2001	EFFECTIVE DATES
Leung, Lorelei	EOPS	1	3,484.00	03/16/01 - 05/25/01

010531 – G9

DepartmentChairpersonStipends2001-2002

**RESOLVED:** That the following named supervisors be assigned additional responsibilities during the Academic year 2001-2002; payment for these responsibilities shall be the stipend amount indicated for the academic year and pro-rated to the days served.

NAME	DEPARTMENT	STEP	STIPEND
Alioto, Darlene	Social Sciences	7	9,059.00
Armstrong, James	Chemistry	5	4,878.00
Baird, Roger	Art	2	5,575.00
Cabral, Barbara (Spring only)	Interdisciplinary Studies	6	3,546.00
Cate, Donald	Theater Arts	7	3,894.00
Clark, Sunny	Student Health Services	7	5,574.00
Common, Kurt	Engineering and Technology (Welding)	1	3,484.00
Dawydiak, Cecile	Nursing	7	7,316.00
Diaz, Jorge	Aeronautics	3	4,181.00
Duggan, James Bradley	Physical Education and Dance	7	9,059.00
Endres, Rose	Computer and Information Sciences	3	7,665.00
Estupinian, Joe (Spring only)	Automotive/Trade Skills	7	7,316.00
Fa, Angelina	Asian-American Studies	7	3,894.00
Fong, May	Consumer Education	7	5,574.00
Grant, Fumiko	Asian Studies	5	3,198.00
Green, Jacquelyn	Foreign Languages	7	9,059.00
Guichard, Margaret	Health Care Technology	7	7,316.00
Hamilton, Ed	Hotel and Restaurant Operation/Hospitality	7	5,574.00
Hess, Darrel	Earth Sciences	7	3,894.00
Hoernisch, Charles	Administration of Justice/Fire Science	6	5,226.00



**RESOLVED:** That the following named supervisors be assigned additional responsibilities during the Academic year 2001-2002; payment for these responsibilities shall be the stipend amount indicated for the academic year and pro-rated to the days served.

010531 – G9 (Cont.)		
<u>Department</u>		
<u>Chairperson</u>		
<u>Stipends</u>		
<u>2001-2002</u>		
Hom, Calvin	Biological Sciences	1 5,227.00
Hulbert, Michael	English	5 8,362.00
Johnson, Paul	Disabled Students Program and Services	1 5,227.00
Leber, Lorraine	Graphic Communications	2 3,834.00
Lum, Jerry	Architecture	3 2,501.00
Macri, Ben (Fall only)	Automotive/Trade Skills	1 5,227.00
Massi, Wood	Older Adults	6 5,226.00
McAllister, Keith	Mathematics	7 9,059.00
Money-Collins, Holly (Spring only)	Environmental Horticulture and Floristry	7 3,894.00
Mueller, Madeline	Music	7 7,316.00
Nance, Glenn	African-American Studies	7 3,894.00
Nelson, Anna	Dental Assisting	7 3,894.00
Oldham, Mary	Business	1 6,970.00
Paz, Leo	Philippine Studies	7 3,894.00
Podenski, Francine	Broadcast Electronic Media Arts	7 3,894.00
Quadra, Indiana	Career Development and Placement Center	2 2,091.00
Rico, Stephen	Child Development and Family Studies	7 7,316.00
Rosenthal, Nadine	Learning Assistance	7 5,574.00
Schultz, Gabriella	Transitional Studies	4 6,272.00



010531 – G9 (Cont.)  
Department  
Chairperson  
Stipends  
2001-2002

**RESOLVED:** That the following named supervisors be assigned additional responsibilities during the Academic year 2001-2002; payment for these responsibilities shall be the stipend amount indicated for the academic year and pro-rated to the days served.

Seymour, Sharon	English as a Second Language	5	9,233.00
Shardlow, George	Behavioral Sciences	5	6,619.00
Shields, Bill	Labor Studies	6	3,546.00
Simon, Leslie	Women's Studies	1	1,743.00
Wilner, Lorraine	Consumer Arts and Sciences	1	1,743.00
Yee, David	Physics	4	4,529.00
Yim, Leslie	Diagnostic Medical Imaging/Radiologic Oncology Technologies	7	3,894.00





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

H1-H2

**DATE:** May 31, 2001

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject:** Academic Employees  
Credit Program/Non-Credit Program  
Categorically Funded  
City College of San Francisco  
(Resolutions 010531-H1-H2)

## BACKGROUND INFORMATION:

Resolutions 010531-H1-H2 cover categorically funded temporary academic employees appointments and/or other related personnel transactions pursuant to the provision of California Education Code #87470. All Appointments are classified as temporary, when services are required and funds are provided. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

Clara Starr, Originator

## BOARD OF TRUSTEES

DR. NATALIE BERG, PRESIDENT • RODEL E. RODIS, VICE PRESIDENT • JOHNNIE L. CARTER, JR.

DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE

DR. PHILIP R. DAY, JR., CHANCELLOR

**RESOLVED:** That the following named persons be appointed to temporary part-time academic assignments for the semester, department and grant shown. Employment is pursuant to Education Code section 87470 and contingent upon funds available in the applicable Grant/Contract. Employment is contingent upon adequate class enrollment, possession of applicable required minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time faculty shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments shall be in accordance with the relevant provisions of the appropriate bargaining contract and the City College of San Francisco Faculty Handbook.

**SPRING 2001**

(+: Full-time overload/extra pay)

(\*: New hourly academic employee)

<u>Name</u>	<u>Department</u>	<u>Grant</u>	<u>Division</u>
Atkinson, Nathan Edwa	Vocational Education	ECO-ATTC 00-01	NonCredit
+ Ayala, Hilda M	Teachers' Resource Center	ABE 321/Workforce Inv 2000-2001	NonCredit
+ Chavaria, Frederick R	Contract Education	Police Academy	NonCredit
+ Corbie, Terrence	Contract Education	Fritz Co., Inc.	NonCredit
Dinkins, Shari H	Graphic Communication	Vatea IIC 2000-2001	Credit
+ Elzie, Andrea B	Child Dev. & Family Studies	Calworks 2000-2001	NonCredit
Funes, Evelyn	Interdisciplinary Studies	Vatea IIC 2000-2001	Credit
Griffis, Stanley J	Teachers' Resource Center	ABE 321/Workforce Inv 2000-2001	NonCredit
Ho, Lillian Y	English As a Second Language	Vatea IIC 2000-2001	Credit
+ Jardim, Philip M	Biological Sciences	Eco Dev-JDITP-Apparel Mfg	Credit
Lewis, Christa M	Teachers' Resource Center	ABE 321/Workforce Inv 2000-2001	NonCredit
+ Meunier-Fiebelkorn, Murie	Child Dev. & Family Studies	Calworks 2000-2001	Credit
Mijatovic, Katarina	English As a Second Language	Vatea IIC 2000-2001	Credit
+ Morales, Leslie	Contract Education	Fritz Co., Inc.	NonCredit
+ Quadra, Indiana G	Child Dev. & Family Studies	Teahcer & Reading Dev Partnrshp Gra	Credit
+ Rico, Stephen M	Contract Education	Osaka College - 3	NonCredit
Rodriguez, Pablo E	Teachers' Resource Center	ABE 321/Workforce Inv 2000-2001	NonCredit
+ Rowland, Regina	Graphic Communication	Vatea IIC 2000-2001	Credit
+ Saniee, Fariborz F	Engineering & Technology(Weld)	FSS-ISFP/TPMS YR-1	Credit
Silverman, Herb M	Teachers' Resource Center	ABE 321/Workforce Inv 2000-2001	NonCredit
+ White, Kathleen C	Child Dev. & Family Studies	CA EC Mentoring Prog 00-01	Credit

H1 Spring 2001: 21

**SUMMER 2001**

(+: Full-time overload/extra pay)

(\*: New hourly academic employee)

<u>Name</u>	<u>Department</u>	<u>Grant</u>	<u>Division</u>
Anderson, Byron E	Vocational Education	ECO-ATTC 00-01	NonCredit
Auyeung, Mabel K	Child Dev. & Family Studies	Child Care Law Center-Prf Dev Proj	Credit
Bell, Rosalyn Elai	Child Dev. & Family Studies	State Preschool Full Day 00-01	NonCredit
Bibliowicz, Morris	Contract Education	McRoskey Airflex	NonCredit
+ Buford, Sylvia Y	Child Dev. & Family Studies	Foster Parent Ed 2000-2001	Credit
+ Cheung, Margarita K	Vocational Education	Eco Dev-JDITP-Apparel Mfg	NonCredit



RESOLUTION 010531-H1		TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC EMPLOYEES: Categorically Funded.	
+ Cheung, Margarita K	Vocational Education	ECO-CACT 00-01	NonCredit
Clark, Leslie E	Vocational Education	Vatea IIC 2000-2001	NonCredit
Clark, Leslie E	Vocational Education	FSS-Learn to Earn More	NonCredit
Dangelo, Jack E	Bus/Office Tech/Small Bus	Federal GSA Contract #2	Credit
Edwards, Sam J	Student Health	Student Health Fees	Credit
+ Elzie, Andrea B	Child Dev. & Family Studies	State Preschool Full Day 00-01	NonCredit
+ Elzie, Andrea B	Child Dev. & Family Studies	Calworks 2000-2001	NonCredit
Evans, Brenda T	Student Health	Student Health Fees	Credit
Gougoutas, Anne K	Vocational Education	FSS-Learn to Earn More	NonCredit
+ Hendricks, Joann	Bus/Office Tech/Small Bus	TANF 2000-2001	Credit
Huszagh-Lockwood, Deborah	Vocational Education	FSS-Learn to Earn More	NonCredit
+ Iles, Tandy	Vocational Education	Vatea IIC 2000-2001	NonCredit
Kappra, Richard	Vocational Education	FSS-Learn to Earn More	NonCredit
+ Korey, Suzanne	Vocational Education	ECO-ATTC 00-01	NonCredit
Leonhardt, Edith A.	Biological Sciences	Eco Dev - Biotech Center 99-00	Credit
Lewis, James Benn	Vocational Education	Vatea IIC 2000-2001	NonCredit
Lewis, James Benn	Vocational Education	FSS-Learn to Earn More	NonCredit
+ Malone, Suzanne B	Bus/Office Tech/Small Bus	Eco-SBDC 2000-2001	NonCredit
+ Malone, Suzanne B	Bus/Office Tech/Small Bus	CTCA/SB Dev CT-C00-0064	NonCredit
Martini, Diane Chri	Child Dev. & Family Studies	State Preschool Full Day 00-01	NonCredit
+ McCarthy, Denise Kath	Vocational Education	FSS-Learn to Earn More	NonCredit
McCuskey, Sarah C	Student Health	Student Health Fees	Credit
+ Meunier-Fiebelkorn, Murie	Child Dev. & Family Studies	Calworks 2000-2001	NonCredit
Meunier-Fiebelkorn, Murie	Child Dev. & Family Studies	State Preschool Full Day 00-01	NonCredit
Mickelson, Linda Ann	Child Dev. & Family Studies	State Preschool Full Day 00-01	NonCredit
Minkus, Paula K	Child Dev. & Family Studies	State Preschool Full Day 00-01	NonCredit
+ Mireles, Enrique	Learning Assistance	Vatea T3E Tech Prep 00-01	Credit
+ Perez, Linda C	Bus/Office Tech/Small Bus	Ct.Ed. State Compensation Ins. Fund	Credit
+ Reinhertz, Tannis C	Vocational Education	Vatea IIC 2000-2001	NonCredit
+ Romero, Manuel G	Vocational Education	SFDHS/Const Training Center	NonCredit
+ Rowland, Regina	Vocational Education	Vatea IIC 2000-2001	NonCredit
Ryan-Garrison, Kate	Vocational Education	FSS-Learn to Earn More	Credit
+ Saniee, Fariborz F	Vocational Education	Vatea IIC 2000-2001	NonCredit
Sneed, Jane W	Vocational Education	FSS-Learn to Earn More	NonCredit
Speraw, Andrea Ruth	Vocational Education	Vatea IIC 2000-2001	NonCredit
Stanley, Tae-Wol O.	Student Health	Student Health Fees	Credit
Stark, L. Susa	Vocational Education	ECO-CACT 00-01	NonCredit
Stark, L. Susa	Vocational Education	Eco Dev-JDITP-Apparel Mfg	NonCredit
+ Thornton, Kyle Rich	Vocational Education	Vatea IIC 2000-2001	NonCredit
Turner, Judith A.	Child Dev. & Family Studies	State Preschool Full Day 00-01	NonCredit
Villazana-Price, Norma A	Child Dev. & Family Studies	Haas Fund - Prog Dev Initiative	Credit
+ Watkins, Judith Sass	Vocational Education	ECO-CACT 00-01	NonCredit
+ Watkins, Judith Sass	Vocational Education	Eco Dev-JDITP-Apparel Mfg	NonCredit
White, Eva G	Child Dev. & Family Studies	State Preschool Full Day 00-01	NonCredit
White, Eva G	Child Dev. & Family Studies	Foster Parent Ed 2000-2001	NonCredit
Wolf-Prusan, Rebecca J	Vocational Education	FSS-Learn to Earn More	Credit
+ Wolter, Romanus	Bus/Office Tech/Small Bus	CTCA/SB Dev CT-C00-0064	NonCredit
Wong, Manuel K	Child Dev. & Family Studies	Child Care Law Center-Prf Dev Proj	Credit
Wong, Manuel K	Contract Education	Osaka College - 3	NonCredit
Wostner, Ulf T	Vocational Education	Vatea IIC 2000-2001	NonCredit
Yagle-Snead, Lynn	Child Dev. & Family Studies	Foster Parent Ed 2000-2001	NonCredit

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: Categorically Funded.

Yamashiro, Lisa  
+ Young, Alfred R  
+ Young, Alfred R

Contract Education  
Vocational Education  
Vocational Education

Osaka College - 3  
ECO-CACT 00-01  
Eco Dev-JDITP-Apparel Mfg

NonCredit  
NonCredit  
NonCredit

*H1 Summer 2001: 60*

**Total for H1: 81**

**Total Records: 81**

010531 – H2  
Categorically  
Funded  
Full-Time  
Temporary  
Assignment  
2001-2002

**RESOLVED:** That the following named academic employee be appointed to Categorically Funded Temporary Full-Time assignment pursuant to Education Code Section 87470 for the term and year shown. Appointment shall be contingent upon adequate class enrollment, possession of applicable required minimum qualifications and/or applicable credential, tuberculosis clearance, verification of satisfactory physical examination, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule. Categorically funded as indicated:

<u>NAME</u>	<u>DEPARTMENT</u>	<u>ACTIVITY</u>	<u>BUDGET</u>	<u>EFFECTIVE DATES</u>
LYAU, PAMELA	Contract Education	Economic Development Liaison	Center of Excellence 123504-9210-1220-7010-S	08/15/01 – 05/24/02







# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 31, 2001 **L1**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject:** Human Resources  
Authorization to amend employment Contract (s)  
(Resolution No. 010531 - L1 )

## BACKGROUND INFORMATION:

The Board of Trustees by Resolution No. 791120-B1 has made available to its employees the provisions of Section 403 (b) of the United States Internal Revenue Code and Section 17501 of the California Revenue and Taxation Code.

Employees of the San Francisco Community College District may enter into an amendment of their employment contracts for the purpose of effecting a reduction in the salaries paid to such employees, and that for each employee who voluntarily elects to accept such reduction in his or her salary, the San Francisco Community College District shall, as directed by such employee, a) purchase, with an amount equal to the reduction in salary, a nontransferable annuity contract issued by an insurance company selected by the employee concerned, or b) contribute an amount equal to such reduction in salary to a custodial account of a custodian selected by the employee, in which all rights under said custodial account shall be exercisable by the employee concerned.

## RECOMMENDATION:

**RESOLVED:** That the Board of Trustee of the San Francisco Community College amend employment contract for the purpose of (a) purchasing tax sheltered annuities, (b) contributing to tax sheltered custodial accounts, for those employees requesting such purchases or contributions, and (c ) termination of the amendment to employment contract, complying with the provisions of Section 403 (b) of the United States Internal Revenue Code, and Section 17501 of the California Revenue and Taxation Code.

05/31/01 – L1 page 1

### BOARD OF TRUSTEES

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DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE  
DR. PHILIP R. DAY, JR., CHANCELLOR

a) <u>INSURANCE COMPANIES</u>	<u>I. D. NO.</u>	<u>BI-WEEKLY AMOUNT</u>
American Life	35636	403.85
GALIC	09836	350.00
Franklin Templeton	47146	150.00
Met Life	56468	100.00
Met Life	57155	150.00
Met Life	55596	25.00
Met Life	55399	100.00
Met Life	42976	75.00
Met Life	57155	50.00
Nationwide Lif	42792	150.00
Prudential	52466	400.00
Prudential	21356	100.00
Security First	52988	25.00
Security First	56388	424.67
Security First	55535	80.00
Security First	22682	50.00
Security First	43086	403.00
TIAA-Cref	42578	403.84
TIAA-Cref	35242	50.00
TIAA-Cref	55670	300.00
VALIC	56535	100.00
VALIC	55399	100.00
VALIC	54994	40.00
VALIC	55446	519.00
VALIC	55878	519.00
VALIC	56784	300.00
VALIC	56108	300.00
VALIC	55370	350.00
VALIC	19060	200.00
VALIC	56174	150.00
VALIC	56527	558.00

b) <u>CUSTODIAL ACCOUNTS</u>	<u>I. D. NO.</u>	<u>BI-WEEKLY AMOUNT</u>
Fidelity	36646	400.00
Janus	56388	849.00
Janus	55021	100.00
Vanguard	43460	519.23
Vanguard	55976	519.23

BI-WEEKLY

c) <u>TERMINATION/CANCELLATIONS</u>	<u>I.D. NO.</u>	<u>AMOUNT</u>
Janus	5597	519.23
Janus	12438	403.85
Janus	54860	400.00
Life of SW	56277	250.00
Met Life	22682	75.00
Met Life	55670	300.00
Merrill Lynch	52466	400.00
Paul Revere	55248	300.00
VALIC	42578	403.84
VALIC	57436	75.00
Vanguard		100.00

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to purchase such annuity contracts or contribute to such custodial accounts, subject to ratification by the Board of Trustees.

James Kendrix, Originator

Date		Time		Location		Remarks	
1911	10/1	10:00	11:00	1000	1000	1000	1000
1911	10/2	10:00	11:00	1000	1000	1000	1000
1911	10/3	10:00	11:00	1000	1000	1000	1000
1911	10/4	10:00	11:00	1000	1000	1000	1000
1911	10/5	10:00	11:00	1000	1000	1000	1000
1911	10/6	10:00	11:00	1000	1000	1000	1000
1911	10/7	10:00	11:00	1000	1000	1000	1000
1911	10/8	10:00	11:00	1000	1000	1000	1000
1911	10/9	10:00	11:00	1000	1000	1000	1000
1911	10/10	10:00	11:00	1000	1000	1000	1000
1911	10/11	10:00	11:00	1000	1000	1000	1000
1911	10/12	10:00	11:00	1000	1000	1000	1000
1911	10/13	10:00	11:00	1000	1000	1000	1000
1911	10/14	10:00	11:00	1000	1000	1000	1000
1911	10/15	10:00	11:00	1000	1000	1000	1000
1911	10/16	10:00	11:00	1000	1000	1000	1000
1911	10/17	10:00	11:00	1000	1000	1000	1000
1911	10/18	10:00	11:00	1000	1000	1000	1000
1911	10/19	10:00	11:00	1000	1000	1000	1000
1911	10/20	10:00	11:00	1000	1000	1000	1000
1911	10/21	10:00	11:00	1000	1000	1000	1000
1911	10/22	10:00	11:00	1000	1000	1000	1000
1911	10/23	10:00	11:00	1000	1000	1000	1000
1911	10/24	10:00	11:00	1000	1000	1000	1000
1911	10/25	10:00	11:00	1000	1000	1000	1000
1911	10/26	10:00	11:00	1000	1000	1000	1000
1911	10/27	10:00	11:00	1000	1000	1000	1000
1911	10/28	10:00	11:00	1000	1000	1000	1000
1911	10/29	10:00	11:00	1000	1000	1000	1000
1911	10/30	10:00	11:00	1000	1000	1000	1000
1911	10/31	10:00	11:00	1000	1000	1000	1000





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**Date:** May 31, 2001 **L2**  
**To:** Board of Trustees  
**From:** Dr. Philip R. Day, Jr., Chancellor  
**Subject:** Reemployment of Service Retirants  
Under Education Code Section 24214  
(Resolution No. 010531-L2)

## BACKGROUND INFORMATION:

Under California Education Code Section 24214, a retirant may be employed by a school district subject to a fiscal year earnings limitation established by State Teachers Retirement System (STRS). The rate of pay for such employment shall not be less than the minimum, nor to exceed that paid by the employer to other employees performing comparable duties. The 2001-2002 STRS earnings limit is \$22,000.

## RECOMMENDATION:

RESOLVED: That effective July 1, 2001 – June 30, 2002, REGINALD ALEXANDER, be employed to perform duties as agreed at a compensation not to exceed the State Teacher's Retirement System limit on reliant compensation in any fiscal year as provided for in the Education Code Section 24214 and appropriate STRS directions.

Clara Starr, Originator

05/31/01 - L2 page 1

### BOARD OF TRUSTEES

DR. NATALIE BERG, PRESIDENT • RODEL E. RODIS, VICE PRESIDENT • JOHNNIE L. CARTER, JR.  
DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE  
DR. PHILIP R. DAY, JR., CHANCELLOR

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. This is essential for ensuring the integrity of the financial system and for providing a clear audit trail. The second part of the document outlines the procedures for handling disputes and resolving conflicts. It emphasizes the need for open communication and fair treatment of all parties involved. The third part of the document provides a detailed overview of the current status of the project and the progress made to date. It also identifies the key challenges and risks that may impact the project's success. The final part of the document offers recommendations for improving the project's performance and ensuring its long-term sustainability.

Project Status Report	
Task	Progress
Task 1	100%
Task 2	80%
Task 3	60%
Task 4	40%
Task 5	20%
Task 6	10%
Task 7	5%
Task 8	0%
Task 9	0%
Task 10	0%

The project is currently on track and is expected to be completed by the end of the year. The team has made significant progress in the areas of research, development, and testing. However, there are still some challenges that need to be addressed, particularly in the areas of integration and deployment. The team is working closely with the stakeholders to ensure that the project meets their requirements and expectations. The project manager is responsible for ensuring that the project is completed on time and within budget. The team is committed to delivering a high-quality product that meets the needs of the organization and its customers.



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

N1

**DATE:** May 31, 2001

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject:** Academic Employees  
Community Services Classes  
City College of San Francisco  
(Resolutions 010531-N1)

## BACKGROUND INFORMATION:

Resolutions 010531-N1 covers appointments of academic employees to Community Service Classes and/or other related transactions pursuant to the provisions of California Education Code #78300. All appointments are classified as temporary, hourly unless otherwise stated in the resolution. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

Clara Starr, Originator

N1

Page 1 of 2

05/31/01

## BOARD OF TRUSTEES

DR. NATALIE BERG, PRESIDENT • RODEL E. RODIS, VICE PRESIDENT • JOHNNIE L. CARTER, JR.  
DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE  
DR. PHILIP R. DAY, JR., CHANCELLOR

**RESOLVED:** That the following named persons be appointed to temporary part-time academic assignments in Community Services and related Programs pursuant to Education Code Section 78300. Employment is contingent upon adequate class enrollment, possession of applicable required minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time faculty shall not exceed 60% of the hours per week considered as full-time assignments for regular employees having comparable duties. Total overload/extra pay assignments for full-time faculty shall be in accordance with the relevant provisions of the appropriate bargaining contract and the City College of San Francisco Faculty Handbook.

**SPRING 2001**

(+: Full-time overload/extra pay)

(\*: New hourly academic employee)

	<u>Name</u>	<u>Department</u>	<u>Division</u>
+	Brown, Steven W	Community Services	NonCredit
	Ruiz, Joseph M	Community Services	NonCredit

N1 Spring 2001: 2

**SUMMER 2001**

(+: Full-time overload/extra pay)

(\*: New hourly academic employee)

	<u>Name</u>	<u>Department</u>	<u>Division</u>
	Barrett, Benjamin Alan	Institute for Int'l Students	NonCredit
	Cabansag, Lori Olvez	Institute for Int'l Students	NonCredit
	Chang, Alexander Pon-C	Study Abroad Program	NonCredit
	Dennehy, Ann M.	Institute for Int'l Students	NonCredit
	Fontanella, Ann M.	Institute for Int'l Students	NonCredit
	Good, Zehra Tulin	Institute for Int'l Students	NonCredit
	Hartman, Catherine Eli	Institute for Int'l Students	NonCredit
	Ikeda, Vivian S	Institute for Int'l Students	NonCredit
+	Larson, Penelope A	Institute for Int'l Students	NonCredit
	Lofthouse, Erin J.	Institute for Int'l Students	NonCredit
	Tenge, Marijke	Study Abroad Program	NonCredit
	Willett, John Hunter	Institute for Int'l Students	NonCredit

N1 Summer 2001: 12

**Total for N1: 14****Total Records: 14**





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**Date:** May 30 2001

**S1**

**To:** Board of Trustees

**From:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: SPECIAL**

**Approval of a proclamation for Dr. Kunihiko Ukifune  
(Resolution No. 010530-S1)**

**BACKGROUND INFORMATION:**

Whereas Dr. Kunihiko Ukifune founded the first college in the Jikei Group more than twenty years ago to meet Japan's workforce and economic development needs.

Whereas Dr. Kunihiko Ukifune expanded the Jikei Group from one Shin-Osaka Dental Technician School with 90 students to ten (10) corporations and eighteen (18) technical colleges located throughout Japan enrolling over seventeen thousand (17,000) students studying in more than fifty (50) occupational and technical disciplines

Whereas the three educational guidelines of the Jikei Group under the leadership of Dr. Kunihiko Ukifune include Practical Education, Social Education and Global Education.

Whereas the Jikei Group establishes global partnerships with educational institutions throughout the world including City College of San Francisco

Whereas the Office of Contract Education, City College of San Francisco, has provided short-term study programs in Child Development and Biotech for four hundred (400) Osaka College students in the past two years

Whereas Dr. Kunihiko Ukifune invited City College of San Francisco Board Member and administrators to attend the Opening Ceremonies of High Technology, Child Welfare and Medical Technology Schools in Osaka in April 2001

Whereas the Jikei Group represented by Dr. Kunihiko Ukifune and City College of San Francisco represented by Dr. Natalie Berg signed a cooperative agreement on April 11 2001

05/31/01 – S1 page 1

**BOARD OF TRUSTEES**

DR. NATALIE BERG, PRESIDENT • RODEL E. RODIS, VICE PRESIDENT • JOHNNIE L. CARTER, JR.

DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE

DR. PHILIP R. DAY, JR., CHANCELLOR

Whereas the agreement will guide the staff to develop a new short term study program in Emergency Medical Technology starting in 2002, continue the Child Welfare and Biotech Programs, and establish occupational, cultural and faculty exchange programs

**RECOMMENDATION:**

THEREFORE BE IT RESOLVED: That the Board of Trustees, Chancellor Philip R. Day, Jr. and the entire City College of San Francisco salute Dr. Kunihiro Ukifune for his dedication to Workforce and Economic Development, and his vision of Global Education.

Dr. Natalie Berg, Originator  
Chancellor Philip R. Day, Jr. Originator



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**Date:** May 31, 2001

**S2**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: SLBE PROGRAM**

**Adoption of Small Local Business Enterprises  
(SLBE) Program In Place of the Minority/Woman  
Business Enterprises Program  
(Resolution No. 010531-S2)**

## **BACKGROUND INFORMATION:**

The Board of Trustees last month adopted a Small Local Business Enterprises (SLBE) Policy by enacting Policy Manual Section 7.24. (Resolution No. 010426-P1) That resolution, in part, stated that a specific program would be brought before the Board in May 2001. The implementation of the SLBE policy requires that the Board adopt a specific program. Administration proceeded to establish a program to develop and implement this policy. A copy of that recommended program is attached.

Mason-Tillman Associates, Ltd., in conjunction with Administration, has been meeting with community representatives to obtain input for such a program. With invaluable input from the construction and construction-related community they have crafted a program that can serve as a basis to meet the Boards object of implementing the SLBE policy.

It has long been recognized that enterprises that do business in San Francisco face greater challenges in terms of higher taxes, rent, wages, and insurance. Small businesses in San Francisco face the same challenges as larger San Francisco Businesses. These small businesses are valuable in providing employment opportunities to San Francisco residents, contributing to the economic development and vitality of the City, and bringing a fresh perspective to the business community. Thus the District should encourage opportunities for small local businesses, especially in its construction and construction-related services, by adopting a small local business enterprise program.

## **RECOMMENDATION:**

05/31/01-S2 page 1

BOARD OF TRUSTEES

DR. NATALIE BERG, PRESIDENT • RODEL E. RODIS, VICE PRESIDENT • JOHNNIE L. CARTER, JR.

DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE

DR. PHILIP R. DAY, JR., CHANCELLOR

**RESOLVED:** That the Board of Trustees of the San Francisco Community College District hereby adopts the Small Local Business Enterprise Program, a copy of which is attached and which is hereby incorporated by reference into this resolution.

**AND FURTHER BE IT RESOLVED:** That this Small Local Business Enterprises Program shall be in place of the minority/woman business enterprises program which was a part of the minority/woman/local business enterprises program, adopted by the Board on September 30, 1999.

Peter Goldstein, Originator  
David Liggett, Originator



**CITY COLLEGE OF SAN FRANCISCO**

**SMALL LOCAL**

**BUSINESS**

**ENTERPRISES**

**PROGRAM**

**(SLBE)**

**May, 2001**

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# 1

## **SLBE POLICY ON CONSTRUCTION AND CONSTRUCTION-RELATED PROFESSIONAL SERVICES**

It is the policy of the San Francisco Community College District (the District) to ensure full and equal business opportunity for all Small Local Business Enterprises (SLBEs) wishing to do business with the District.

The District has made the following findings concerning SLBEs:

- SLBEs that seek to enter into contracts with the District are at a competitive disadvantage with businesses from other areas because of the higher administrative costs of doing business in San Francisco (e.g., higher taxes, higher rents, higher wages and benefits for labor, higher insurance rates, etc.).
- The public interest is served by encouraging businesses to locate and remain in the District's market area, the City and County of San Francisco, through the provision of bid discounts or evaluation credits in the awarding of District contracts to small local businesses.
- Policies and programs that enhance the opportunities and entrepreneurial skills of small local businesses will best serve the public interest because the growth and development of such businesses will have a significant positive impact on the economic health of the District's market area.
- The bid preference mechanism has the advantage of affording SLBEs a competitive "plus" when bidding or proposing on District contracts. The bid preference mechanism does not exclude any potential contractor. It encourages competition and thereby ensures that the

District is contracting with responsible, efficient contractors. Consequently, the bid preference mechanism has assisted SLBEs to obtain District contracts.<sup>1</sup>

The staff of the District will take affirmative steps to encourage SLBEs to participate in District construction and construction-related professional services work at both the prime contractor and subcontractor level. Special effort will be taken to encourage small local businesses to participate in activities that enhance their ability to perform work. Outreach efforts will be targeted to new businesses as well as existing businesses in the City and County of San Francisco.

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<sup>1</sup> San Francisco Administrative Code § 12D.2.

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# 2

## **SLBE PROGRAM ON CONSTRUCTION AND CONSTRUCTION-RELATED PROFESSIONAL SERVICES**

### **I. DEFINITIONS**

The following is a list of definitions for terms used throughout this SLBE Program. The terms are arranged in alphabetical order.

- 1) "Bid" shall mean and include offer by a bidder or contractor to perform or provide labor, materials or equipment to the District for a price.
- 2) "Bidder" shall mean a person or firm who submits a bid.
- 3) "Construction work" shall mean all public projects as defined by section 22002(b) of the California Public Contract Code, including construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any District-owned, leased or operated facility. "Construction work" shall also mean maintenance as defined by section 20656 et seq. of the California Public Contract Code, including carpentry, electrical, plumbing, glazing, and other craft work consistent with preserving the District's facilities in a safe, efficient, and continually usable condition.
- 4) "Construction-related professional services" shall mean architectural services, engineering services, and consulting and other professional services performed in preparation for, or in conjunction with, construction work.

- 5) "Contract" shall mean and include any agreement between the District and a person or company to provide labor, materials or equipment for a construction or construction-related professional service project funded by the District.
- 6) "Contractor" (See definition of prime contractor.)
- 7) "Consultant" (See definition of prime consultant)
- 8) "District" shall mean the San Francisco Community College District.
- 9) "Goals" shall mean the relevant share of Local Business Enterprise participation required by the District in construction-related professional services contracts in a given trade or profession.
- 10) "Joint venture" shall mean an association of two or more businesses to carry out a single business enterprise for profit, for which purpose they combine their property, capital, efforts, skills and knowledge. Each party to the joint venture must hold a current, active license in good standing and must share in risks and gains to the extent of the party's participation in the joint venture. To be counted for the purposes of this program, joint ventures must be certified by the San Francisco Human Rights Commission under section V, below.
- 11) "Small Local Business Enterprise" or "SLBE" shall mean a business enterprise with an established office(s) located within the boundaries of the City and County of San Francisco and which has been certified by the San Francisco Human Rights Commission as a Local Business Enterprise.
- 12) "Statement of Qualifications" shall mean and include offer by a consultant in response to a request for qualifications to perform construction-related professional services to the District for a price.
- 13) "Operate" shall mean being actively involved in day-to-day management, and not merely acting as officers or directors.
- 14) "Participation" shall mean that in utilizing one or more SLBE firms to satisfy the District's subconsulting requirements, the consultant may count toward his/her subconsulting goals only those SLBE firms that perform a commercially useful function for payment.
- 15) "Prime Contractor" shall mean any person(s), firm, partnership, corporation, or joint venture that submits a bid to perform work, and/or enters into a contract with the District.



- 16) "Prime Consultant" shall mean any person(s), firm, partnership, corporation, or joint venture that submits a statement of qualification or proposal to provide services, and/or enters into a contract with the District.
- 17) "Proposal" shall mean and include offer by a proposer or consultant to perform construction-related professional services to the District for a price.
- 18) "Proposer" shall mean a person or firm that submits a proposal or statement of qualifications
- 19) "Project" shall mean a contract or series of contracts to perform construction work or construction-related professional services work.
- 20) "Subcontractor" shall mean any individual, partnership, corporation or other legal entity entering into a contract with the prime contractor to perform a portion of the work.
- 21) "Subconsultant" shall mean any individual, partnership, corporation or other legal entity entering into a contract with the prime consultant to perform a portion of the work.
- 22) "Target" shall mean the level of small local business participation in construction-related professional service contracts that the District encourages prime consultants to achieve in meeting the goals that reflect the availability of local businesses in a given trade or profession.

## **II. POWERS AND DUTIES OF THE DISTRICT**

In addition to the duties and responsibilities enumerated elsewhere in this Program, the District will do the following:

The District's Chancellor or designee shall assume primary responsibility for achieving the goals of this program and shall review, on a continuing basis, all aspects of the Program's operations to assure that the purpose is being achieved.

The District will assist in dispute resolution relating to payment issues between consultants and subconsultants. When a dispute arises, any party to the dispute may contact the District and



request its assistance. The District will investigate each party's contentions and work with both sides to resolve the dispute.

When the District determines that it has reason to believe a company has committed fraudulent acts in representing that it is an SLBE, the District may exempt the organization from future District contracts, enforce any of the penalties set out in section XVI, below, and/or report such fraudulent companies to the appropriate government authorities for criminal prosecution.

The Compliance Officer will have primary responsibility to implement and enforce compliance with this Program. The Compliance Officer needs the following skills:

- understanding of program requirements;
- understanding of the procurement process;
- experience in mediating disputes;
- experience in reviewing contractors' efforts to comply with the bidding process; and
- experience in tracking prime contractors' utilization of subcontractors.

The program requirements can be met by the District's hiring staff or by hiring an outside consultant with appropriate experience, as determined by the District.

### III. GOALS AND INCENTIVES

There are two types of subconsulting goals: (1) overall program goals which represent the percentage of SLBE subconsulting utilization the District will seek to achieve on an annual basis on construction-related professional service contracts, and (2) construction-related professional service contract specific subconsulting goals which will be set on a project-by-project basis.

The District has also established incentives to enhance SLBE participation at the prime contractor level on construction contracts under \$15,000 and on construction-related contracts under \$500,000. The following table summarizes the application of the subconsulting goal and the prime contractor incentive programs:

	Type of program	Size of Contracts Included
<b>Construction Prime Contracts</b>	Bid discounts	Contracts below \$15,000
<b>Construction-related Professional service Prime Contracts</b>	Evaluation credits	Contracts below \$500,000
<b>Construction-related Professional service Subcontracts</b>	Contract subcontracting goals	All contracts with subcontracting opportunities and where SLBEs are available to perform subcontracts

Section III.B., below, addresses subconsultant goals, while section IV addresses prime contractor bid discounts and prime consultant evaluation credits.

#### *A Overall Program Goals and Targets*

##### **1. Goals**

The District has established an overall program goal to ensure an adequate level of SLBE participation in District construction-related professional service subcontracts. The annual SLBE subconsultant participation goal will be based on the availability of certified small local businesses for construction-related professional services:

##### **Construction-Related Professional Service Goals**

SLBE subconsulting : 50%

### ***B Project Subconsultant Goals***

The District will set project-specific subconsultant goals on each construction-related professional service contract, based on the availability of SLBEs to perform the specified work required for the proposed project. The source used by the District to identify firms is the San Francisco Human Rights Commission's LBE certification list as discussed in section V below.

It is the objective of the District that the SLBE goals are met on each construction-related professional service contract awarded. No contract with SLBE goals shall be awarded to any consultant who has failed to meet these goals unless the consultant has made a good faith effort to meet the goals but was still not able to do so.

## ***IV. BID DISCOUNTS AND EVALUATION CREDITS***

The District is offering to SLBE firms an incentive bid discount on construction projects under \$15,000, and evaluation credits on construction-related professional services projects under \$500,000. The bid discounts and evaluation credits are intended to counterbalance the competitive disadvantage experienced by small local business enterprises.

The discounts and evaluation credits will apply as summarized in the following table:

Type of Incentive Offered	
Construction Prime Contracts	Bid discounts for projects below \$15,000
Architecture and Engineering Prime Contracts	Evaluation credits on projects below \$500,000

### ***A Informal Construction Contracts***

On construction projects, bids which receive the discount will be evaluated lower by the percentage of the stated discount. This bid discount will not affect the amount a contractor will be paid on performance of a contract. Bid discounts may apply to construction projects under \$15,000, except where prohibited by state or federal law or regulation. Contracts below this size are not subject to the State law requirement that the lowest bidder be selected.



The District may extend a ten percent (10%) discount to a SLBE prime contractor.

## ***B Construction-Related Professional Services***

On construction-related professional service contracts, evaluation credits will be applied to rating points for the consultant evaluations. Discounts may apply to construction-related professional service contracts awarded under \$500,000, except where prohibited by state or federal law or regulation. The District may extend evaluation credits as follows:

- 1) To joint ventures with SLBE participation:
  - i) A two percent (2%) evaluation credit if SLBE participation in the joint venture is more than thirty-three percent (33%) but less than fifty-one percent (51%);
  - ii) A three percent (3%) evaluation credit if SLBE participation in the joint venture is fifty-one percent (51%) or greater.
- 2) A five percent (5%) evaluation credit to non-SLBE consultants who meet or exceed the SLBE subconsulting goal.
- 3) A ten percent (10%) evaluation credit to a SLBE prime consultant.

A prime consultant may claim no more than one of the three evaluation credits.

## ***V. CERTIFICATION OF SLBE FIRMS***

### ***A Certification Standards***

Small local businesses must be certified prior to the time proposals are due in order to receive credit toward the achievement of the SLBE goals. If a firm has been certified as a Local Business Enterprise by the San Francisco Human Rights Commission (HRC), the District will accept the certification. Lists of HRC certified companies are located on the Internet at [www.ci.sf.ca.us/sfhumanrights/directry.htm](http://www.ci.sf.ca.us/sfhumanrights/directry.htm). HRC's Local Business Enterprise certification requires geographical location in San Francisco and a demonstration of the economic disadvantage experienced by local businesses in San Francisco. For this reason, HRC certification is required by the District.

## ***B Investigations and Challenges of SLBE Status***

The District may initiate an investigation of a certification if it has reason to believe there is some question regarding the degree of ownership and control. An investigation may also be initiated if a person, another firm, or an organization protests the certification of a SLBE. The protest must be in writing, addressed to the Contract Compliance Officer, and must clearly delineate the character of the protest, and must state the reasons, including any evidence, that the protester questions the validity of a SLBE certification.

The District will forward this information to HRC, and in addition, may independently investigate the complaint. If, upon completion of the investigation, the District determines that the complaint is meritorious, it will not include the challenged firm's participation in its calculation of goal attainment. It may also levy penalties against the firm as described in Part XVI, below.

## ***VI. CONTRACT SIZE***

The District will use its best efforts to design contracts to most effectively enhance the opportunity for participation by SLBE firms to the maximum extent feasible in accordance with applicable law. When feasible, the District will direct its project designers to identify work that could be performed by small local businesses. The District will use its best efforts to encourage SLBE firms to bid on the smaller units of work. Construction projects which are estimated to cost more than the advertisement threshold for construction work set forth in sections 2202 et seq. and 20656 et seq. of the California Public Contract Code, and which will take place at different locations, may be segmented and awarded separately. In determining whether projects should be divided, the following criteria will be reviewed:

- whether the project takes place in more than one location;
- the size and complexity of the project;
- the similarity of work involved;
- difficulty of dividing the project;
- public safety and convenience; and
- project segmentation cost.



## **VII. INFORMAL PURCHASING TARGETED TO SLBE CONSTRUCTION FIRMS**

The District will contact at least one SLBE firm to solicit a bid on informal construction contracts. Informal solicitation and bid activity will also be tracked and monitored by the Compliance Officer.

## **VIII. INFORMAL PURCHASING TARGETED TO SLBE CONSTRUCTION RELATED-PROFESSIONAL SERVICE FIRMS**

The District will contact at least one SLBE firm to solicit a qualifications and/or a proposal on informal construction-related professional service contracts. Informal solicitation activity will also be tracked and monitored by the Compliance Officer.

## **IX. PRE-AWARD PROCESSES**

Written SLBE procedures will be established for the procurement of construction and construction-related professional services. These procedures will guide the implementation of the pre-award process.

### ***A Draft Contracting Documentation***

District project managers or their designee will include the SLBE requirements in their documents for each project. This documentation will be developed consistent with the District's SLBE program, as well as budgetary and other considerations. Upon receipt of draft documentation, the compliance officer will review the relevant documents to ensure inclusion of appropriate contracting language regarding the SLBE requirements.

### ***B Good Faith Effort to Attain Goals***

It is the policy of the District to fulfill its subconsulting goals for SLBE participation. In order to award a contract to a prime consultant that has failed to meet the SLBE subconsulting goals, the District must determine that the prime consultant's efforts were those a prime consultant actively and aggressively seeking to meet the goals would have made. Efforts that are merely *pro forma* are not good faith efforts to meet the goals. Efforts which could not reasonably be expected to produce a level of SLBE participation sufficient to meet the goals are not good faith efforts, even if they are sincerely motivated.

## 1. Good Faith Effort Criteria

A prime consultant's evidence of the following actions demonstrate the minimum good faith effort to meet the District's SLBE goal:

- 1) Contacting the District to identify SLBEs. This includes attending pre-proposal meetings to receive instruction on the District's SLBE program.
- 2) Contacting the San Francisco Human Rights Commission to identify SLBEs.
- 3) Publishing advertisements in at least two trade papers, or papers focusing on SLBEs, two weeks prior to qualification/proposal submittal, unless the District waives the requirement because time limits imposed by the District do not permit that advertising.
- 4) Submitting request for qualifications/proposals to potential SLBEs with adequate specifications regarding the type of services and delivery schedule required to comply with the prime consultants solicitation. This level of effort must be sufficient to ensure that willing SLBEs, that perform services within the scope of the project, respond to the request. A sufficient effort includes:
  - i) Identifying with specificity units of work that SLBEs have the capacity to perform;
  - ii) Soliciting qualifications from at least 50% of the firms certified with the SFHRC in the professions and/or specialty required for the advertised project;
  - iii) Providing the scope of work and other documentation necessary for the targeted SLBEs to prepare a statement of qualifications.
- 5) Considering available SLBEs by contacting those willing and able to perform services within the scope of the project by:
  - i) Having documented follow-up contact with a majority of the SLBE firms solicited in accordance with the required level of SLBE contact.
  - ii) Directly negotiating with SLBE firms.
  - iii) Offering smaller portions of work or other assistance that could reasonably be expected to produce a level of SLBE participation sufficient to meet the goals.

Prime consultants should maximize the use of available resources and methods to solicit SLBE subconsultant participation. This will help ensure that subconsulting goals are met in the most cost-effective and timely manner possible.

Consultants who have not met the goals for SLBE participation must demonstrate in their proposal documents that they have used good faith efforts to utilize SLBE subconsultants. Upon submittal of a proposal, consultants who have not met the goal will submit a Good Faith Effort Report. On this Report, pursuant to requirements 1, 2 and 4, above, the consultants will list:

- The names of all SLBE firms contacted by the consultant to solicit their proposals.
- The name and title of the persons contacted.
- The date initial contact was made.
- The dates of all follow-up contacts.

The prime consultants will also identify specifically the portion of work for which a request for proposal or qualifications were issued, the dates that project documentation was made available to the SLBE, and the reason that the SLBE's qualifications or proposal was rejected, pursuant to requirement 5, above. Consultants will attach all documents certifying that the above five steps have been followed, including but not limited to, letters, facsimiles, telephone logs, copies of advertisements and other documents relating to their efforts to solicit SLBE participation.

## **2. Good Faith Effort Review**

If a consultant has not met the goals for SLBE participation, the District is to review the Good Faith Effort and make a recommendation whether the proposal should be accepted or rejected. The Compliance Officer will make a determination whether the consultant made a good faith effort to attain the goals. In addition to other actions in investigating the proposal, the Compliance Officer may contact the SLBE firms listed on the Good Faith Effort Report to verify the information provided by the consultant. When requested by the District, the consultant will also provide further documentation regarding its efforts to attain SLBE participation.

## **3. Appeals**

Whenever the Compliance Officer recommends rejection of a proposal that has not met the goals, the consultant may appeal that denial to the Chancellor or his/her designee. The Chancellor may also review the Compliance Officer's decision to award a contract based on good faith effort when the SLBE goal is not met. The Chancellor or his/her designee may overrule the Compliance Officer's decision to deny an award of a contract to a consultant who has not met the goals only if the Chancellor or designee determines that the consultant took the above steps in making a good



faith effort to solicit SLBE participation.

The decision of the Chancellor or his/her designee on the consultant's good faith effort shall be final.

## **X. TARGETED OUTREACH**

### ***A Annual SLBE Meetings***

An annual meeting will be held with the small local business community to inform them of contracting opportunities anticipated in the next year.

### ***B Public Notice of Contract Opportunities***

Notice of construction-related professional services request for proposals, request for qualifications, and construction request for bids will be provided by the District to SLBE consultants and subcontractors. These efforts will include:

- Solicitation notices and information distributed through targeted mailers, faxes and e-mails to SLBE firms;
- Solicitation notices and information provided at special outreach events;
- Solicitation notices and information published at the District's Contracting Web located at [www.ccsf.cc.ca.us](http://www.ccsf.cc.ca.us), and
- Personal contact with firms by District staff to offer general information about advertised and upcoming contracts.

In coordination with the Compliance Officer, the Office of Facilities Planning and Construction may provide special forums and targeted outreach activities tailored to the individual project.

On a regular basis, the District will distribute announcements on its Web site providing information on upcoming construction-related professional service and construction opportunities.

### ***C Pre-Proposal Meetings***

On selected large projects, the District will hold pre-proposal meetings to explain the process for proposing, the contract to be performed, and the provisions of the SLBE Program. Information on the SLBE program requirements shall be made available by the District to prospective proposers and subconsultants at the conference. Attendance at these pre-proposal meetings will be mandatory and count toward a consultant's good faith effort to meet the SLBE program goals.

### ***D Semi-Annual Networking Meetings***

On a semi-annual basis, the District will host networking meetings to include SLBEs. Meetings will include District staff, consultants, contractors and representatives of financial institutions.

## ***XI. PROPOSAL SUBMISSION***

Prime consultants must submit with their bids an Identification Listing for Prime consultants and Subconsultants form. This form will identify the particular SLBE firms to be utilized in performing the work, specifying for each, the dollar value of the participation, the types of work to be performed, and such information as may reasonably be required to determine the responsiveness of the proposal. This form will be available for public review.

Prime consultants must submit with the Proposal an Affidavit of Non-Disciplinary or Investigatory Action, attesting that no adverse action has been taken against them by the Equal Opportunity Commission, State of California Department of Fair Employment and Housing, or the U.S. Department of Labor Contract Compliance Program. If any action has been taken, the consultants must provide an explanation for any such actions, except where legal action is pending.

## ***XII. CONTRACT IMPLEMENTATION***

During the contract implementation phase, the Office of Facilities Planning and Construction is responsible for total contract oversight, with support and assistance from appropriate District offices.

## ***XIII. DISPUTE RESOLUTION PROCESS***

The District will establish a process for mediating disputes that occur during the post-award phase of construction-related professional service contracts. The process will be designed for cooperative dispute resolution. The process will minimize confusion by consultants and will provide a non-hostile environment for prime and subconsultants to communicate openly. When a claim of unlawful discrimination by District staff is alleged, a confidential process, separate from the dispute process, will be made available.



## **XIV. CONTRACT COMPLIANCE**

### ***A Assessing Participation***

The prime consultant is responsible for ensuring that those SLBEs committed to perform work under the consultant's contract perform a commercially useful function. Failure to fulfill this obligation will be considered a breach of the contract and damages may be assessed.

The prime consultant will be given credit toward the SLBE goals only when the SLBE performs a commercially useful function. The District will consider that a commercially useful function has been performed when a SLBE is responsible for the execution of a distinct element of the work by actually performing, managing and supervising the work involved in accordance with normal industry practice, and when the firm receives due compensation as agreed upon for the work performed.

In order to perform a commercially useful function, SLBEs must manage the work they have contracted. This management must include scheduling work operations, ordering equipment and materials, preparing the submitted payrolls and all other required reports and forms, and hiring and firing employees, including supervisory employees. The SLBE must perform the work of the contract with its own workforce. A limited portion of the work may be subcontracted consistent with normal industry practice.

### ***B Monitoring Compliance***

Consultants must maintain the SLBE percentages indicated at the time the contract is awarded throughout the term of the contract. The only exception is when an amendment expands an area of work where a non-SLBE firm is currently providing services on a contract or reduces the scope of work committed to the SLBE. Where there has been an amendment adding a new requirement, the prime consultant must maintain the SLBE percentages indicated at the time the contract is awarded.

The District will monitor compliance with these requirements during the term of the contract. If there is cause to believe that a consultant or subconsultant has failed to comply with any of the requirements of this Program, or the contract provisions pertaining to local business enterprise utilization, the District will notify the consultant. The District may require such reports, information, and documentation from consultants, subconsultants and proposers as are reasonably necessary to determine compliance with the requirements.

Firms found to be in violation of these provisions may be subject to penalties described in section XVI, below.

## **XV. SUBCONSULTANT UTILIZATION**

Compliance, reporting, and tracking for construction-related professional services contracts requires the collection and maintenance of complete contract data. The Compliance Officer, working with the appropriate District Office, will maintain on a centralized database, information about the proposal process, award, and implementation, including amendments, actual payments, and subconsultant use. This information gathering is essential to the District's ability to monitor compliance and make improvements in the contracting process. Subconsultants whose scope of work has been reduced will be afforded an opportunity to review the modification with the District. The names of companies listed on the successful statement of qualifications and on successful proposals will be posted.

### ***A Workforce Compliance***

Prior to being awarded a contract, each firm must submit to the District the following Equal Employment Opportunity Statement on the firm's letterhead:

\_\_\_\_\_, agrees that it shall not discriminate against any employee in the workplace or against any applicant for such employment because of race, religion, sex, color, or national origin, handicap, age, gender identification, or sexual orientation.

## **XVI. SUBCONSULTANT SUBSTITUTION**

No substitution can be made of a listed subconsultant without the prior written approval of the District. The subconsultant will be notified in writing of a substitution. In the event a SLBE subconsultant is to be replaced, the consultant shall be required to make good faith efforts to replace the original SLBE firm with another SLBE firm. The procedures for reviewing the consultant's good faith efforts will be as set out above.

## **XVII. PROMPT PAYMENT**

Consultants submitting invoices are to be paid within 30 days of submitting an approved invoice. Subconsultants are to be paid by within 10 days after the District has paid the prime consultant for the subconsultant's services. The District will follow procedures to track payments to subconsultants.

## **XVIII. ENFORCEMENT PENALTIES**

Legally enforceable penalties will be included in all contract specifications and contracts. During project compliance reviews, if consultants are found to be in non-conformance with program requirements, penalties will be imposed. These penalties may include the District's taking the following actions:

- 1) Declaring the consultant non-responsive and ineligible to receive the award of the contract;
- 2) Suspending the contract;
- 3) Withholding funds proportionate to the violation;
- 4) Rescinding the contract based upon a material breach of contract pertaining to SLBE utilization;
- 5) Disqualifying a proposer, consultant, or other business from eligibility for providing goods or services to the District for a period not to exceed two years;
- 6) Disqualifying a business' status as a SLBE under the District's program.

## **XIX. REPORTING AND TRACKING**

Information on the SLBE Program shall be reported to the Board of Trustees at least monthly. Data on individual businesses utilized on construction and construction-related professional services will be submitted to the Board of Trustees for approval. The District will receive information on the ethnicity and gender of all businesses utilized on District contracts. This information will be used for tracking and information purposes.

## **XX. BUSINESS SUPPORTIVE SERVICES**

Three different types of supportive services will be available to SLBEs. The services include General Business Assistance, Technical Assistance, and General Contracting Assistance.



## ***A General Business Assistance***

The District will provide referral information on where to go to obtain business start-up materials, license requirements, general business training and assistance, and financial assistance. The business assistance will be provided in cooperation with public and private agencies, such as the Small Business Development Center, the Small Business Administration, construction and construction-related organizations, and through the District's course offerings and other public and private sources of business training and financing.

The District will investigate offering a comprehensive non-credit training program for SLBEs. The topics that would be covered in such a program include:

- starting and operating a business;
  - reading plans and specifications;
  - setting up and maintaining computerized accounting systems;
  - writing a business plan;
  - obtaining financing and bonding;
  - selecting systems management software; and
  - preparing a technical proposal.
- 
- When feasible, making District staff available to contractors (via pre-bid meetings and other mechanisms) to answer project-specific technical questions.
  - Referring contractors to the Small Business Administration's loan and financing programs.

## ***B General Contracting Assistance***

General assistance with the contracting process is the other type of supportive service assistance the District will make available to SLBEs. To ensure contracting opportunities are available to all SLBEs, the District will follow specific public solicitation procedures. The procedures support the State public policy of open and competitive bidding.

District staff will also conduct periodic procurement training seminars on "How To Do Business With The District" and publish an informational brochure providing an overview of the College's procurement processes. The objectives of these tasks will be to provide all interested contractors with information about basic procurement procedures and contractor eligibility requirements. The District will also maintain a *Contracting at CCSF* Web page to provide SLBEs with timely and relevant information about the contracting process.



## **XXI. STAFF TRAINING**

A comprehensive staff training program will be provided to all appropriate District personnel. The Program will be designed to ensure that all staff with contract procurement and management responsibilities are competent in contract administration, able to evaluate appropriate project size, and knowledgeable of the District programs aimed at encouraging diversity in contracting. This training will be included in the new employee orientation program.

## **XXII. PROGRAM REVISIONS**

The Chancellor or designee shall review proposed policy and program changes as well as the performance and outcomes of District contracting. The Chancellor in his/her discretion may establish an appropriate committee which may assist the Chancellor in these tasks. The committee may be composed of construction prime and subcontractors and construction-related professional services consultants.

## **XXIII. PROGRAM REVIEW**

This Program will be reviewed by the District in five years. Changes in the Program which are required to administer it more effectively may be made by the District at any time.

## **XXIV. SEVERABILITY**

The provisions of this Program are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section or portion of this Program, or the invalidity of the application thereof to any person or circumstances shall not affect the validity of the remainder of this Program, nor the validity of its application to other persons or circumstances.

INFORMATION REPORT  
NO ACTION NECESSARY

**DATE:** 05/31/01  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: Chancellor's Report  
Academic Employees  
Acceptance of Resignation  
with the Intent to Retire  
( 010531 – RPT)**

The following academic employees have submitted, and the Chancellor has accepted, their resignations pursuant to Governing Board Resolution No. 910228-S7.

<u>NAME</u>	<u>STATUS</u>	<u>DEPARTMENT</u>	<u>CAMPUS</u>	<u>EFFECTIVE COB DATE</u>
Bolden, Pinkie	Full-time	Nursing	Phelan	05/25/01
Cotter, Dorene	Full-time	Disabled Students Program and Services	Phelan	05/25/01
Dyer, Frederick	Full-time	English	Phelan	05/25/01
Few, John	Full-time	Library	Phelan	05/25/01
Graeter, Rudolf	Full-time	Transitional Studies	John Adams	05/25/01
Hamilton, Robert	Full-time	Architecture	Phelan	05/25/01
Hatcher, Henry	Full-time	Business	Phelan	05/25/01
Lau, David	Full-time	Disabled Students Program and Services	John Adams	05/25/01
Luey, Leon	Full-time	Mathematics	Phelan	05/25/01
Nelson, Robert	Full-time	English as a Second Lang	Alemany	05/25/01
Poley, James	Full-time	Business	Phelan	05/25/01
Pruitt, Ronald	Full-time	Transitional Studies	John Adams	05/25/01
Rubin, Ronald	Full-time	Business	Phelan	05/25/01
Schlesinger, Sandra	Full-time	English	Phelan	05/25/01
Szombathy, Agnes	Full-time	Library	Phelan	05/25/01
Wolf, Rosalie	Full-time	English	Phelan	05/25/01

Originator: Clara Starr

The following part-time academic employees have notified us of their intention to resign, and the Chancellor has accepted, their resignations pursuant to Governing Board Resolution No. 910228-S7.

<u>NAME</u>	<u>STATUS</u>	<u>DEPARTMENT</u>	<u>CAMPUS</u>	<u>EFFECTIVE COB DATE</u>
Dominguez, Delia	Part-time	Health Science	Phelan	05/25/01
Wiebe, Toby	Part-time	English as a Second Lang	Phelan	05/25/01

Originator: Clara Starr



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: May 31, 2001

**FOR INFORMATION ONLY  
NO ACTION NECESSARY**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

**Subject: CAPITAL OUTLAY  
Report on contracts under \$15,000,  
Office of Facilities Planning, City College of San Francisco  
(010531-FIO)**

## **BACKGROUND INFORMATION:**

This report is for information only as authorized by Resolution 000525-B5 regarding construction contracts that are no more than \$15,000, and to be reviewed by Board Trustees as required by the Education Code Section 81656.

1. **RGA Environmental Inc., (Environmental Hygienist)** – Science Hall Transfer Center Room S-120 Renovation, contract total \$4,711, General Obligation Bond fund. For contractor to provide labor and material for hazardous material survey, environmental monitoring and air quality sampling testing during the construction and final report.
2. **Gayner Engineers (Electrical Engineering)** – Central Shops and Warehouse Facility project, contract total \$3,600, State Capital Outlay fund. For contractor to provide engineering services and electrical design to convert the file server room sub-panel from normal power to emergency power.
3. **KK Architects (Project Architect)** – John Adams Campus Childcare Center Playground Structure project, contract total not to exceed \$10,000, General Obligation Bond fund. For contractor to provide architectural and engineering services to provide grading and drainage design, coordination work with San Francisco Conservation Corps, construction drawings, obtain Agencies approval, and construction administration.
4. **Inspection Consultants, Inc., (Construction Material Testing & Inspection)** – Early Childhood Mentoring Facility project; contract total \$2,000, State Childhood Mentoring Program fund. For contractor to provide construction material testing and inspection services as per DSA's requirement.
5. **RGA Environmental Inc., (Environmental Hygienist)** – Cloud Hall Campus Police Records Storage Room (C-221A) Renovation project, contract total \$14,900, General Obligation Bond fund. For contractor to provide labor and material for hazardous material survey, environmental monitoring and air quality sampling testing during the construction and final report.



6. **Power Systems Testing Co., (Construction Material Testing & Inspection)** – Extended Opportunity Program and Services (EOPS) Facility project, contract total \$1,250, Partnerships For Excellence grant. For contractor to provide labor and material for surveying and monitoring electrical power consumption rate of existing power supply. This work is necessary to facilitate scooping and budgeting work for the new facility.

FOR INFORMATION ONLY

Honorable Board of Trustees of the  
San Francisco Community College District

Subject: Report on contracts under \$50,000, Office of Contract Education,  
City College of San Francisco, May 2001

This report is for information only on contracts under \$50,000 that the Office of Contract Education negotiated or amended in April and May 2001.

- San Francisco Police Academy – Contract total \$2,000, term April 2, 2001 to May 31, 2001, for providing a 4-hour Performance-Based Assessment.
- KTB Management Group – Contract total \$3,150, term April 9, 2001 to December 31, 2001, for a training course entitled “Cultural Diversity and Gender Sensitivity in the Workplace” and “Communication Skills”.
- Fritz Companies, Inc. – Contract total \$5,520, term April 10, 2001 to May 31, 2001, for a training course in Excel and Access.
- Osaka College of Japan – Contract total \$16,500, term April 22, 2001 to April 24, 2001, for a Child Welfare Training Program.
- Foothill College – Contract total \$42,800, term May 1, 2001 to June 30, 2001, for conducting an Industry Sector Research Project.

Originator: Judy Teng



FOR INFORMATION ONLY

Honorable Board of Trustees of the  
San Francisco Community College District

- San Francisco State University - Subcontract in the amount not to exceed \$10,000 for the period of May 31, 2001 to June 30, 2001 to support SFSU teacher credential department staff providing outreach to CCSF students. The Teach: San Francisco grant will provide all funds for this subcontract.
- Regan Lum, San Francisco Unified School District - Subcontract in the amount not to exceed \$1,666 for the period of May 31, 2001 to June 30, 2001 to support the development of a teacher club at the Lincoln High School for the school-to-career pathway in education. Teach: San Francisco grant will provide all funds for this subcontract.
- Guilan Sheykhzadeh, San Francisco Unified School District - Subcontract in the amount not to exceed \$1,666 for the period of May 31, 2001 to June 30, 2001 to support the development of a teacher club at the McAteer High School for the school-to-career pathway in education. Teach: San Francisco grant will provide all funds for this subcontract.
- Christian Nelson, San Francisco Unified School District - Subcontract in the amount not to exceed \$1,666 for the period of May 31, 2001 to June 30, 2001 to support the development of a teacher club at the Wallenberg High School for the school-to-career pathway in education. Teach: San Francisco grant will provide all funds for this subcontract.





FOR INFORMATION ONLY

Honorable Board of Trustees of the  
San Francisco Community College District

Subject: Grant

This report is for information only on grants under \$10,000

- Bay Area Regional Consortium- Grant total \$5,469 to be used for outreach and recruitment into the new transportation academy for the period February 12, 2001 to June 30, 2001.



# CHANCELLOR'S REPORT

DOCUMENTS DEPT.

MAY 29 2001

SAN FRANCISCO  
PUBLIC LIBRARY

◆ **Chancellor's Monthly Report – May, 2001**

**Attachments include:**

- **2001-2002 State Budget**
- **Memo to Planning and Budgeting Council Members**



# CHANCELLOR'S

## REPORT

Presented to the

Board of Trustees

of the

University of California

for the year ending June 30, 1964

San Francisco, California

Published by the University of California Press

University of California Press, Berkeley, California 94720




# OFFICE OF THE CHANCELLOR

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3303 • FAX 415. 239.3918

## MEMORANDUM

**DATE:** May 31, 2001

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr.   
Chancellor

**SUBJECT:** Chancellor's Monthly Report – May, 2001

I am providing you with my Monthly Report for May and given developments at the federal, state, and local level, it has (indeed) been a very busy month. I'd like to review a few significant developments that directly impact on CCSF.

First, I'd like to talk about the state budget in terms of both our operational budget and capital. I am attaching a spreadsheet of the current status of the budget in terms of a comparison between the Governor's Proposed Budget in January; the Governor's May Revised; the outcomes of Senate Sub-Committee 1; and finally, the Assembly Sub-Committee 2. Overall, the good news is that community colleges were treated much better than most departments. In large measure, the Governor maintained his basic approach with the January spending plan for community colleges. Other areas of the state budget were hit very hard. You can see that both the Senate and Assembly notched us up a bit but each had a bit of a different approach. Of the two, and with the exception of the revised methodology suggested by the Senate for distributing the **One-Time Energy Costs and Conservation** funds, I prefer the Senate. Primarily because they specifically addressed the issue of providing a COLA adjustment (\$11M) for the Partnership for Excellence Program. I don't believe the Assembly's priorities for allocating \$2M for "low-transfer" colleges and \$10 M for High Cost Nursing Programs will survive the Conference Committee or the Governor's Veto. If we get something between the Governor's May Revised and the Senate's version of the budget (with the required change in distributing the energy funds), we will be in fairly good shape.

On the Capital Outlay side of the budget, things are a bit more complex. For review, the request that was approved and included within the Board of Governor's Budget Request included the following:

- \$ 200,000 Additional Planning Funds for Mission
- 1,334,000 Preliminary Planning for Chinatown/North Beach

### BOARD OF TRUSTEES

DR. NATALIE BERG, PRESIDENT • RODEL E. RODIS, VICE PRESIDENT • JOHNNIE L. CARTER, JR.  
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DR. PHILIP R. DAY, JR., CHANCELLOR

Additionally, Senator Speier has introduced a Bill/Member's Request for \$450K for Preliminary Planning Funds for the Joint-Use Facility with SFSU. These funds, if approved, go directly to the CSU System, then to SFSU, and then to our project. At this point, we have a 50/50 chance of getting support this year and it will depend totally on the issue of available state funds to support any or some Member's Request.

As you know, the Governor's January Budget eliminated both of the above-referenced projects and we have been working hard to get them included in the final budget. The issue of the \$200K for Mission is different than the issue for Chinatown/NB. First, the Department of Finance has taken the position that they cannot release the \$900K that was approved by the Governor and Legislature last year until after our November Local Ballot is approved. Evidently, existing state law prohibits such action. Given the fact that the \$200K was intended to be an augmentation to the \$900K (we were shortchanged last year in the "wee hours" of the Conference Committee on Budget), it is clear that nothing can happen on this issue until after the November election. The fact of the matter is that the whole question of the Mission Campus (go or no go) hinges on the outcome of the local ballot election. Given the fact that we are in a "stop out" year from the flow of funds from the State, our planning timetable will need to be revised somewhat and we will lose about 6 months, during which time we will be "on hold" until the outcome of the November election is over. The "stop out" year was due to the fact that the Mission Campus Project was never on the Higher Ed 98-02 Capital Outlay Bond Project List, and there were no funds available to support a project of this scope. The intent was to have this portion of the project funded out of the March Statewide Higher Ed Bond for 2002-06.

For the Chinatown/NB Project, it is important to note that 32 new start projects of other districts were also cut from the Governor's Budget, in addition to ours. The rationale provided by the Governor and the Department of Finance was that they did not feel they could commit to any new start projects (with the UC Merced being a notable exception) until they got a sense of how the next statewide Higher Education Capital Outlay Bond was going to play out (when -- March?; how much -- Bond rating? Interest rates?, etc.). We, in turn have been arguing that a) the money is there now, let's use it; 2) we can lose a whole year of relevant facilities planning time; and 3) the enrollment growth projected for Tidal Wave II requires us to move forward and invest or there will never be enough space and access will be denied to those most in need.

This argument has resonated extremely well, particularly within the public higher education community (UC, CSU, and CC system) who are noted for not being on the same page. This strong consensus has resulted in a major concession being made, which provides that the UC/CSU combine will reallocate some of their resources to "payback" the community colleges the \$26 M needed to fund the 32 projects. In return, we would agree to not support any legislative initiative which attempts to split the Higher Education Capital Outlay dollars on the basis of FTE's...but rather, a 1/3, 13, and 1/3 split would be followed (please note: we've never gotten a 1/3 split because the UC system has always gotten more at our expense). Also, we would help get the legislative support required for



UC/CSU to "backfill" the loss of the \$26 M, i.e., they want to issue revenue bonds, which requires legislative approval.

Having worked hard to help broker this deal, if we can get it through and receive the support of the legislature, we can get the funding for the CH/NB campus this year. If not, the Preliminary Plans will have to come out of the next statewide Higher Ed Capital Outlay Bonds. The good news in all of this is that the funding and commitment from the state is there. The real question revolves around the issue of when we receive it. It appears as though the Working Drawing funds for the Mission will not be available/released until after the November election; and, for Chinatown/NorthBeach project, it could happen as early as July 1, 2001, but no later than July 2002.

Getting back to the operational budget, I am attaching a copy of my memo to the Planning and Budgeting Council (PBC) dated May 3, 2001, which reflects the culmination of our efforts, working through all the Major Cost Center managers, and the shared governance committee responsible for overseeing and coordinating same. This memo and the recommendations included regarding the FY2001-2002 budget were unanimously approved by the PBC. It now serves as the primary basis for us to develop our budget recommendations to the Board. Our schedule for Board review of the budget is as follows:

- 1) Budget Workshop/Review Session hosted by Board Finance Committee – Lawrence Wong, Chairperson – May.**
- 2) Board Review and Approval of Recommended Preliminary Budget for FY 2001-2002 – June**
- 3) Board approval of Final Recommended Budget for FY 2001-2002 – September.**

The attached provides you with an early review of our budget deliberations and Peter and I will be reviewing our current status and plans in considerably more detail at our May Budget Planning Workshop.

May is always an extremely busy month as we work to "wrap-up" our semester; honor the graduates of our various programs; recognize our returning faculty and staff; and thank those of us remaining for a "job well done." This month, there has been much of that and I've tried to do my best to get as many of these events as I can. In addition and as several Board members know, we hosted a very successful community meeting with the neighborhood groups surrounding the Ocean Avenue/Phelan campus. We will continue to move throughout the district and do all we can to expand our communications to our "neighbors." It should be noted that the "centerpiece" of our Fall Schedule was a spreadsheet reflecting an overview of the projected plans of the bond initiative (see attached). This document is currently being reformatted to reflect a stand-alone publication that we can distribute selectively to our neighbors in the form of a report by the college.

Shifting back to the state level again, I have been reappointed to the Statewide Board of



Governor's Budget Change Proposal (BCP) Task Force. This group has the overall responsibility of developing the "preliminary" statewide budget for community colleges, which then gets reviewed and finally, approved by all of the various constituent groups and the state board. This puts us in a great position to argue not only on behalf of the priorities of City College but other urban-based, high-cost districts who serve a diverse constituency through their credit and non-credit program structure.

Additionally, we have nearly completed the search process for the replacement of Jennifer Biehn's position. You may recall that we worked hard to get students involved with the hiring committee (which was finally approved by the Academic Senate) and they fully participated in the review, screening, and recommendation process. Three candidates were presented to me. I opened the process up even further and had key individuals within our shared governance constituencies and Deans, who would be working on the same Team, interview each of the three candidates. Additionally, I asked a group of student who represented the "old guard" of AS and the new team of AS to meet with all of the candidates and report back to me on their assessment of each individual's strengths and weaknesses. Don Griffin and I met with each candidate and I'll be prepared to make my recommendation shortly as soon as we do some additional background checks on the individual I regard as the top candidate. Hopefully, this process will be completed over the course of the next few days and we can bring this to a close this month.

On the other fronts, the following represents my activities for the rest of the month:

- 1) Met with SFSU President Corrigan and Superintended Ackerman regarding our joint use facilities project and other areas of potential cooperation.
- 2) Attended the reception for the annual scholarship dinner of the Council on Black American Affairs.
- 3) Met with the Enhanced Self Study Ad Hoc Coordinating Council to discuss the status of the ESS and specific recommendations.
- 4) Met with members of the Planning and Budgeting Council to review and approve FY 2001-2002 Recommended Budget.
- 5) Chaired the meeting of the College Advisory Council to discuss CCSF issues and plans.
- 6) Met with Francine Podenski and John O'Dell regarding Broadcast Media Services.
- 7) Met with Elizabeth Goldstein, General Manager of San Francisco Recreation and Parks Department, and Larry Klein, Acting Manager of the Department of Public Works to discuss the development and potential use of the Phelan Reservoir and ways our respective departments could collaborate on "open space" issues.

- 8) Attended receptions hosted by Dean Sandra Handler for SCANS participants, Department Chairs, and Asian Infusion faculty.
- 9) Met with Alma Soto and other AS officers regarding the AS election and Prop S.
- 10) Met with the College Curriculum Committee regarding DACUM.
- 11) Attended reception honoring our faculty retirees at Pierre Coste Restaurant.
- 12) Together with Trustees Natalie Berg and Rodol Rodis, met with Supervisor Sophie Maxwell regarding our Bond Issues.
- 13) Attended the reception and graduation/awards for International Students at Educated Palate.
- 14) Chaired the meeting of the College Diversity Committee and discussed current plans and projects.
- 15) Hosted the Chancellor's Scholarship Awards at Diego Rivera Theater.
- 16) Met with the Executive Committee of the Administrators' Council to discuss upcoming issues and plans.
- 17) Hosted a community meeting at Pierre Coste Restaurant for various community groups and organizations in the outer Mission, OMI, Ocean View neighborhoods to discuss plans for the redevelopment of the Geneva/Ocean Avenue corridor, the Geneva BART station, and the Ocean/Phelan Avenue campus.
- 18) Met with members of the Women's Coalition to discuss future projects and plans.
- 19) Attended a meeting of the Budget Change Proposal (BCP) Task Force in Sacramento.
- 20) Met with leadership of Local 790 to discuss campus issues and plans.
- 21) Met with Tim Killikelly, faculty, regarding special Voter Registration Project for City College.
- 22) Met with Frances Lee, Judy Teng, and Joanne Low for a debriefing on the Osaka and Japan trip.
- 23) Interviewed finalists for the position of Associate Dean of Student Activities.

- 24) Met with the new Executive Director of the Department of Human Services, Trent Rhorer.
- 25) Met with Linda Squires-Grohe, Vicki and Jose Ramon Pena regarding CCSF's Welcome Back Grant and potential "spin-off" opportunities.
- 26) Met with leadership of AFT 2121 to discuss labor/management issues.
- 27) Attended the meeting of the Academic Senate Executive Council to update members on the status of our Bond Measure.
- 28) Met with Bill Liskamm, CCSF consulting architect, to discuss follow-up plans for the Balboa, Ingleside, and Ocean Avenue projects.
- 29) Met with project architects and Building Committee of New Mission Campus to review current plans and preservation options.

If you have any questions on any of the above, please don't hesitate to contact me directly.

Attachments

PRDJ:jcd



**2001-02 State Budget**  
(All figures are increases over 2000-01 funding levels.)

Budget Item	Governor's Proposed Budget	Governor's May Revise	Senate Subcommittee 1	Assembly Subcommittee 2 <sup>1</sup>
<b>Ongoing Proposals</b>				
Compensation, Goods and Services	152,043,000 (3.91%)	150,143,000 (3.87%)	150,143,000 (3.87%)	150,143,000 (3.87%)
Part-time Faculty Support	62,000,000	62,000,000 <sup>2</sup>	62,000,000	62,000,000
Student Access	113,610,000 (3%)	113,610,000 (3%)	113,610,000 (3%)	113,610,000 (3%)
Partnership for Excellence	Not Proposed	Not Proposed	11,000,000 <sup>3</sup>	0
Economic Development	5,000,000	5,000,000	0	5,000,000
Outreach & Access	828,000	828,000	828,000	2,828,000
Teacher & Reading Expansion	5,000,000	0	0	0
Instructional Equipment and Library Materials	10,000,000	0	0	0
Scheduled Maintenance & Special Repairs	10,000,000	0	0	0
Financial Aid Administration	11,000,000	11,000,000	11,000,000	11,000,000
Part-time Office Hours Program	4,672,000	4,672,000	4,672,000	4,672,000
Apprenticeship Program	833,000	833,000	833,000	833,000
Transfer Grant Prog. For "Low Transfer" Colleges	Not Proposed	Not Proposed	Not Proposed	2,000,000 <sup>4</sup>
Nursing/High Cost Programs	Not Proposed	Not Proposed	5,000,000	10,000,000
<b>Total Ongoing Proposal</b>	<b>\$374,986,000</b>	<b>\$348,086,000</b>	<b>\$359,086,000</b>	<b>\$362,086,000</b>

<b>One-Time Proposals</b>				
Canada College Joint Baccalaureate	1,000,000	1,000,000	1,000,000	1,000,000
Part-time Office Hours Program	3,153,000	3,153,000	3,153,000	3,153,000
Energy Costs and Conservation	Not Proposed	49,000,000 <sup>5</sup>	49,000,000 <sup>6</sup>	49,000,000 <sup>7</sup>
Pell-Grant Tuition Sensitivity	Not Proposed	Not Proposed	12,700,000	0
<b>Total One-Time Proposals</b>	<b>\$4,200,000</b>	<b>\$53,153,000</b>	<b>\$65,853,000</b>	<b>\$53,153,000</b>

<sup>1</sup> As of the preparation of this chart, the Assembly Budget Subcommittee on Education Finance had not taken action on most community college items.

<sup>2</sup> Part-time Faculty Support: \$62 million to be distributed on a per-FTE basis.

<sup>3</sup> Cost-of-living adjustment for the Partnership for Excellence

<sup>4</sup> In response to the ongoing discussion of "low transfer" colleges, the Assembly Subcommittee proposes establishing a grant program to be administered by the Chancellor's Office. The program would allow the Chancellor to award grants to increase transfer at identified colleges.

<sup>5</sup> Energy Costs: \$23 million for 2000-01 energy costs and \$26 million for 2001-02, distributed on a per-GSF basis.

<sup>6</sup> Energy Costs: \$23 million for 2000-01 energy costs distributed on the basis of actual energy costs, and \$26 million for 2001-02 distributed one-half (\$13m) on a methodology developed by the Chancellor's Office considering costs, age of facilities, and other needs and one-half (\$13m) on a methodology developed by the Public Utilities Commission.

<sup>7</sup> Proposed to be distributed in the manner proposed by the Governor's May Revise (per gross square foot).





TO: Members of the Planning and Budgeting Council  
FROM: Dr. Philip R. Day, Jr., Chancellor  
DATE: May 3, 2001  
RE: FY2002 Budget

As a follow-up to last Friday's Budget Review Hearing for the Major Cost Center Managers, I want to provide you with an overview of our budget and the specific fiscal parameters within which we should expect to operate as we begin the new fiscal year, FY2002. First of all, I want to thank you for your involvement in the budget development and planning process to date and your support for a "different approach to the budget review process." In retrospect, I believe it was an appropriate decision to confine our deliberations on Friday to the Vice Chancellors and Division-level presentations (Academic Affairs, Student Development, Finance and Administration, and Chancellor's Office) rather than focus attention on the Major Cost Centers level. In light of the budgetary and energy crisis the state is experiencing, the degree of uncertainty with regard to college revenue is so great that I think we must keep our expectations "in check" and not create a sense of anticipation of additional resources for us to work with next year. **The reality of FY2002 is that we will do well to meet our current or continuing level of resource requirements and that any additional funding should be seen as an unexpected development to be used for only the highest priorities for the year.**

In this memorandum, I will summarize the Resources and Revenues Projections for FY2002 (including the assumptions for these projections), the Cost-to-Continue Budget for FY2002 (the budget that we will begin with and likely continue with), and the Cost-to-Continue Plus Budget for FY2002 (the additional priorities we would fund if any new resources become available to us). It is my intention to prepare a complete Annual Budget for FY2002 (Tentative Budget) along the lines outlined in this memorandum for submission to the Board of Trustees on June 28, 2001.

### **Resources and Revenues Projection for FY2002**

The beginning point for planning the budget for FY2002 is the resources and revenue projection for the year. Our best estimate is that we can expect total general fund resources in the amount of \$151,468,075. The following table shows the contributing streams of revenue and compares the numbers for FY2002 with the prior year:

	<b>2000-2001 Resources</b>	<b>2001-2002 Estimated Resources</b>
Opening Balance	1,930,201	1,660,626
Projected Revenues	144,870,895	149,807,449
Total Revenues	146,801,096	151,468,075

The assumptions that have led to the projection of resources and revenues for FY2002 are the following:

1. That CCSF will not achieve significant enrollment growth and related revenue;
2. That sales tax revenue will increase by 3% or \$412,515;
3. That lottery income will increase by \$100,000;
4. That total growth will increase by \$500,000 including M&O;
5. That COLA will equal \$4.3 million (3.91%); and
6. That part-time faculty equity will be \$2.1 million (this is restricted for pro-rata, and therefore the amount is not included in the general fund revenue projection).

Because FY2002 appears to be a year in which significant additional revenues from the state, in contrast to last year, are unlikely to be available to the college, we are not formulating assumptions and projecting revenues to support a Cost-to-Continue Plus Budget. The above forecast is sufficient only to support a Cost-to-Continue Budget for FY2002. Furthermore, even to support the Cost-to-Continue Budget will require careful savings in expenses as can be seen in the section below.

In regards to **Enrollment Growth**, as you may recall over the last several years, we have projected growth at a fairly modest level (this year's projected increase was targeted at 1.5%), however the increase was never realized in full. While we have achieved a small degree of growth, we have not reached our target. Therefore, we have built our new revenue projections for FY2002 on the expectation that we would achieve no greater increase than the current year's enrollment increase, approximately 0.3%. Nevertheless, I would like for us to strive for the targeted enrollment, which means an increase of 1.2% and translates into the following FTES goals:

<b>Credit FTES</b>	<b>21,968</b>
<b>Non-Credit FTES</b>	<b>13,214</b>
<b>Total FTES</b>	<b>35,182</b>

Most importantly, these enrollment goals can be accommodated within the planned Cost-to-Continue budget. The only planned new expenditure directly related to enrollment growth in the proposed budget for FY2002 is that which relates to the Police Academy, the Fire Department, the City's 911 Training Effort, and On-Demand Construction Training (see the referenced items in Attachment B, the Cost-to-Continue Plus Budget, Priority II).

### **Cost-to-Continue Budget for FY2002**

The Cost-to-Continue Budget has been built on the base line of last year's actual expense budget with only the addition of necessary or contractual commitments to continue programs and services of the college. Actually, these built-in additions not only continue the current levels of resources but in some cases do enhance the levels of resources in the Cost-to-Continue Budget (e.g. COLA funding as provided for in the AFT and SEIU contracts; classified salary adjustments based upon the SEIU contract; FPAC positions approved for FY2002; and other supplementary expenditures mid-year budget



adjustments in FY2001). This general fund budget is also supplemented by other college accounts, such as the FY2002 Block Grant, which provides the college with at least a minimally adequate level of resources for recurring costs in the new year. The total Cost-to-Continue Budget for FY2002 currently exceeds the estimated resources of \$151,468,075 by approximately \$662,000. While we are hopeful of making up this shortfall with some combination of growth and/or increased ending balance, it might be necessary to achieve a greater level of salary savings than currently planned. (See Attachment A for the Cost-to-Continue Budget account categories and budget explanation notes.)

With respect to the implementation of the Cost-to-Continue Budget, it should be noted that this budget requires frugality in its execution. As in previous years, the salary savings due to unfilled positions and the anticipated duration of the hiring process are required in order for this budget to remain balanced. In the upcoming year, these savings might need to be projected at a slightly higher level than previous years, in order to ensure that the expense and revenue budgets are in balance.

The Cost-to-Continue Budget will be the preliminary expense budget for FY2002, subject to approval by the Board of Trustees on June 28. Major cost center managers will be authorized to spend at these levels beginning on July 1.

### **Cost-to-Continue Plus Budget for FY2002**

Notwithstanding the conservative budget revenues projected for FY2002, it is clear that CCSF has a number of priorities that should be funded if either additional savings could be found or additional resources were to be realized. In more prosperous years, we have formulated a Cost-to-Continue *Plus* Budget built upon the Cost-to-Continue Budget with additional priorities derived from the Budget Review Process. On April 28, the Planning and Budgeting Council met with the Major Cost Center Managers to review budgetary requests beyond the cost-to-continue levels. As Chancellor, I am recommending that we adopt a framework of priorities at three levels, to be funded if financial resources should become available.

**Priority I** would include spending for classified personnel to accommodate the additional staffing requirements of the departments, schools, and campuses which calls for a continued commitment (initiated last year) to the following: convert STOs to year-round positions; upgrade part-time to full-time positions; and provide expanded support the the departments/schools by adding a selected number of new part-time positions. The estimated cost for next year's budget would be approximately \$200,000. Included in this package is the commitment to provide a full-time Management Assistant to the Dean of Liberal Arts/Castro Valencia Campus. Additionally, some of the personnel adjustment requests from Academic Affairs should be honored, specifically by annualizing our salary commitments to persons who are employed in the regular academic year as STOs and also work during the summer under the summer school budget; this can be achieved for the most part without increasing our overall budget. No decisions on moving ahead and converting or filling these positions will be made until the budget for 2001-2002 is approved by the Board of Trustees in September, at the earliest, with the exception of



those actions that can be achieved financially through a reallocation of budget dollars rather than an increase.

**Priority II** would include the increased spending to support recommendations from Academic Affairs that would directly and positively affect FTES growth, namely instructional expansion to support course in Police, Fire, Probation, and on-demand construction training. The estimated cost is \$230,000.

**Priority III** would include some of the secondary tier requests submitted and endorsed by the Vice Chancellors during the Budget Review Hearings in April. The estimated costs total \$298,468. The following is a breakdown of the summed requests:

<b>Academic Affairs</b>	<b>40,225</b>
<b>Student Development</b>	<b>149,243</b>
<b>Finance and Administration</b>	<b>109,000</b>
<b>Chancellors Office</b>	<b>0</b>

(See Attachment B for a summary of the Cost-to-Continue Plus Budget and details for Priorities I, II, and III.)

### **Conclusion**

While the likelihood of resources becoming available at these levels is questionable at this time, I would like to have in place a Budget for FY2002 that will provide us with the framework to make budgetary allocations for the additional items identified as Priorities I, II, and III. Accordingly, I will ask the Board of Trustees at the June meeting, when the Preliminary Budget is approved for FY2002, for authority to use this framework for authorizing higher expenditure levels if the financial resources become available.

The final budget must be approved by the Board of Trustees at its September meeting and we should be in a better position at that time to evaluate our enrollment status and the final level of state support we should receive for FY2002. The Planning and Budgeting Council will meet in late August and early September and we can use this occasion to discuss our current status and the implementation of the budget plan based upon the framework described in this memorandum.

cc: Major Cost Center Managers

City College of San Francisco  
 Budget Summary By Major account  
 General Fund Unrestricted

	FY 2001 CTCP01		FY 2002 CTC02
Beginning Balance	1,930,201	\$	1,660,626
Projected Revenues	145,520,895		149,807,449
	\$ 147,451,096	\$	151,468,075
1000 Academic Salaries	\$ 76,525,663	\$	77,222,673
2000 Classified Salaries	30,749,995		31,690,062
3000 Employee Benefits	21,887,100		22,190,823
4000 Supplies & Materials	2,297,932		2,077,832
5000 Other Expenses	12,298,737		13,208,964
6000 Capital Outlay	1,697,941		988,752
7000 Other Outgo	1,542,436		4,520,034
7300 Transfers Out	231,352		231,352
<b>Total Unrestricted</b>	<b>\$ 147,231,156</b>	<b>\$</b>	<b>152,130,492</b>

### Cost-to-Continue Budget Notes

Cost-to-Continue Expenditure Budget totals \$152.130 million

Currently Expenditure Budget exceeds estimated revenue by \$662,417  
 Includes anticipated certificated salary savings of \$550,000  
 Includes anticipated classified salary savings of \$1,200,000

COLA funded at 3.91%

Funding provided for AFT contract  
 Funding provided for SEIU contract

Classified salaries have been adjusted based on the SEIU contract

FPAC approved positions for FY 2002 have been funded

Additional funding for printing of time schedule

Anticipated cost increase for custodial paper supplies

Additional expenditures approved in FY 01 included in Cost-to-Continue Budget

International Education classified staffing  
 Outreach & Recruitment (noninstructional assignments, materials, student workers)  
 Latino Network Services (noninstructional assignments, student workers & travel)  
 Training Activities for Student Development  
 Legal Services for Human Resources Dept.  
 Development Office (1426 secretary, events, development activities)

Cassidy Lobbying Services  
Gas and Electric utility costs

Departmental Supplies and Other Operating Expenses to be funded by FY 01 Block Grant in FY 02

7108-Aeronautics	4000-Budget-Supplies/Materials	20,737
7116-Consumer Arts & Sciences	5000-Budget-Other Operating Expenses	10,835
7224-Biology	4000-Budget-Supplies/Materials	39,310
7232-Chemistry	4000-Budget-Supplies/Materials	35,278
7257-Engineering Dept	4000-Budget-Supplies/Materials	34,567
7421-Small Business	4000-Budget-Supplies/Materials	18,859
7546-Photography	4000-Budget-Supplies/Materials	26,265
7556-Tech Mediated Instruction	4000-Budget-Supplies/Materials	21,630
7556-Tech Mediated Instruction	5000-Budget-Other Operating Expenses	54,590
7736-Physical Education	4000-Budget-Supplies/Materials	40,281
7736-Physical Education	5000-Budget-Other Operating Expenses	19,236
9320-Library	4000-Budget-Supplies/Materials	50,612
9320-Library	5000-Budget-Other Operating Expenses	104,323
9342-Inst. Res - Audio Visual	4000-Budget-Supplies/Materials	10,500
9342-Inst. Res - Audio Visual	5000-Budget-Other Operating Expenses	28,500
9500-Instructional Computer Lab	4000-Budget-Supplies/Materials	26,780
9500-Instructional Computer Lab	5000-Budget-Other Operating Expenses	31,518
9610-Inst Res - Broadcasting	5000-Budget-Other Operating Expenses	25,750
		\$ 599,570



F 002 COST-TO-CONTINUE PLUS BUDGET  
FUNDING PRIORITIES I., II., AND III.

Department	Description	Amount	Priority Total
Academic Affairs	Classified staffing	\$ 150,000	
Castro/Valencia Campus & Sch Liberal Arts	Classified staffing - 1842 Management Assistant	50,000	
Human Resources	Language Exams	3,000	
Business Office	Fixed assets system to comply with GASB 34 Audit Requirements	65,000	
CIS	Cisco Program annual participation fee	6,500	
Art Dept.	Cover substantial increase in Models Guild fees (rate increase)	4,200	
Physical Education	Fitlinxx operating expense and extended warranty	4,000	
<b>Total Priority I.</b>		<b>282,700</b>	<b>\$ 282,700</b>
Fire Science Technology	Expansion of courses with Police, Fire and Probation Depts.	200,000	
Automotive/Trade Skills	Expansion of activities for on demand construction training	30,000	
<b>Total Priority II.</b>		<b>230,000</b>	<b>230,000</b>
Retention Program - Student Development	Director - Latino Services	90,000	
Retention Program - Student Development	Materials and Supplies - Latino Services	10,000	
Retention Program - Student Development	Travel/conferences/presentation/outreach - Latino Services	3,000	
Dean of EOP & Financial Aid	Office equip & supplies to set-up the Dean of EOP/FA Services Office	5,000	
Learning Assistance Programs	Upgrade 4-3598s to 3-1021s, 1-1022 - Learning Assistance.	31,243	
Outreach & Recruitment	Marketing Materials - Outreach/Recruitment	10,000	
Dean's Office Sch of Behavior & Soc. Sci.	Asian Fusion Project - Final year for three year project	20,525	
Study Abroad Program	CCID related activities including international professional development	5,000	
Buildings & Grounds	Vehicles for Trades/Crafts per contract requirement	20,000	
Buildings & Grounds	Custodial uniforms	5,000	
Public Safety	Laptop computer	9,000	
Public Safety	Uniforms	10,000	
<b>Total Priority III.</b>		<b>218,768</b>	<b>218,768</b>
<b>Total Priority I., II., &amp; III.</b>		<b>\$</b>	<b>731,468</b>

Budgeted but need to have resolution to question regarding status as a certificated faculty member (per Henry Augustine's position) or administrator and responsibilities (per Latino Studies Department and Don Ortiz's position)











# OFFICE OF BOARD OF TRUSTEES

50 PHELAN AVENUE BOX E200 • SAN FRANCISCO, CA 94112 • 415 239.3303 • FAX 415 239.3918

## NOTICE

### REGULAR MEETINGS

### OF THE

### BOARD OF TRUSTEES

#### SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

LOCATION: JOHN ADAMS CAMPUS  
CLASSROOM 202  
1860 HAYES STREET, SAN FRANCISCO

DATE: **THURSDAY, JUNE 28, 2001**

TIME: **5:00 PM**

06-26-01A10:45 RCVD

This meeting is normally devoted to Closed Session Topics.

LOCATION: JOHN ADAMS CAMPUS  
AUDITORIUM  
1860 HAYES STREET, SAN FRANCISCO

DATE: **THURSDAY, JUNE 28, 2001**

TIME: **6:00 PM**

This meeting is normally devoted to Open Session Topics.

SPECIFIC TIMES SUBJECT TO CHANGE.  
Call 241-2234 for information.

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5

The San Francisco Community College District does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Persons who wish to request disability-related accommodations including sign-language interpreters should contact Linda R. Jackson, District ADA Coordinator, Office of Affirmative Action, 31 Gough Street, Room 16, San Francisco, CA, 94103, Phone: (415) 241-2281, Fax: (415) 241-2203. Please request accommodations no later than 12 working days prior to the date of the Board meeting in order to assure the best possible arrangements.

DOCUMENTS DEPT.

JUN 26 2001

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#### BOARD OF TRUSTEES

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DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE

DR. PHILIP R. DAY, JR., CHANCELLOR





## TO MEMBERS OF THE PUBLIC

The Agenda page and accompanying resolutions have been prepared well in advance of the regularly scheduled meeting of the Board of Trustees of the San Francisco Community College District. Please note that Resolutions are subject to amendment and replacement.

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5.

You should be aware of the following (Government Code § 54954.2):

1. Additional agenda items to be acted upon by the Board may be posted at 33 Gough street and in the lobby of Conlan Hall at the Phelan Campus at least 72 hours in advance of the regularly scheduled Board Meeting. Resolutions may also be available at the time of posting, but if not, such resolutions will be available at the Board Meeting.
2. Additional agenda items and resolutions, although not posted as in paragraph 1 above, may still be acted upon by the board at the regular meeting:
  - a) Upon a determination by a majority vote of the Board that an emergency situation exists, as defined in Government Code § 54956.5. Emergency is defined as work stoppage or other activity which severely impairs public health, safety, or both as determined by a majority of the members of the Board, OR crippling disaster which severely impairs public health, safety or both, as determined by a majority vote of the members of the Board, OR
  - b) Upon a determination by a two-thirds vote of the members of the Board present at the meeting or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the agenda being posted 72 hours in advance of the Board Meeting, OR
  - c) The Item was posted 72 hours in advance of a prior meeting of the Board occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.



### **For Members of the Public:**

To facilitate the conduct of business at Board meetings, the following information has been taken from the District's Policy Manual concerning the conduct of Board Meetings.

#### **From PM 1.05 A:**

The order of business may be revised at any meeting when, in the discretion of the President, such revision will benefit the public and/or order of the meeting.

#### **From PM 1.05 L:**

L. Granting the Privilege of the Floor. A person desiring to speak shall be recognized by the Chair only after complying with the following procedures:

For matters appearing on the agenda, an individual desiring to address the Board must complete a "Request to Address Board" card, completing the information thereon including the subject to be addressed. If there is to be a written report presented, a copy(ies) shall be submitted in advance to the Chancellor.

Any person desiring to address the Board on non-agenda items must also complete the "Request to Address Board" card and will be recognized at the end of the agenda. Only items directly related to District business may be presented.

Cards for these purposes are available in the Office of the Chancellor and also at the Board meeting. Completed cards should be presented to the Board President prior to the beginning of the meeting. As a matter of courtesy, the Board encourages people to notify the Chancellor's Office in advance of the Board meeting of their intention to address the Board. Prior to calling for a vote on an item before the Board, the Presiding Officer shall determine if speaker cards have been submitted for that item. Persons who have submitted cards prior to the consideration of the item shall be called upon by the Presiding Officer. Persons who address the Board may address only the agenda item being considered and shall have up to three minutes for comments. Should another person who has submitted a request to speak card in advance of consideration of the item wish to forego speaking on that item, he or she may grant his or her speaking time to another speaker who has also submitted a request to speak card, but in no event shall any speaker have more than two allotments (totaling up to six minutes) of speaker time on any item. However, in order to facilitate the completion of District business, the Presiding Officer may also limit the total length of time allotted to the speakers on a given topic or agenda item which may reduce the individual speaker's time on that topic or item. Speaking too long, being unduly repetitious, or discussing irrelevancies disrupt the meeting, and may result in the forfeiture of speaking opportunities during that meeting.



No oral presentation shall include charges or complaints against any employee of the Board, or otherwise present information, which does not relate directly to the topic at hand or which disrupts or impedes the meeting. All formal charges or complaints against employee, for which a specific grievance or complaint process is not otherwise available, shall be in writing and signed by the person making the charge and shall be filed with the Chancellor who shall, after investigation, take or recommend appropriate action. There shall be no oral presentation or discussion of confidential formal charges or complaints in open public meetings of the Board on Non-agenda items or unless otherwise required by law.

The President of the Board reserves the right of determining the order of the speakers and changing the order of the agenda if it will be of benefit to the public and/or the order of the meeting.

Undue interruptions or other interference's with the orderly conduct of Board business cannot be allowed. Defamatory or abusive personal remarks which disturb or impede the meeting or exceed the bounds of civility necessary to the conduct of District business are always out of order. However, the Board shall not prohibit public criticism of the policies, procedures, programs, or services of the District, or of the acts or omissions of the Board.

The President may terminate the speaker's privilege of address if after being called to order, he or she persists in improper conduct or remarks, or if the speaker fails to speak on the subject matter for which the privilege of the floor was granted.

No oral presentation shall include charges or complaints against any employee of the Board, or otherwise present information, which does not relate directly to the topic at hand or which disrupts or impedes the meeting. All formal charges or complaints against an employee, for which a specific grievance or complaint process is not otherwise available, shall be in writing and signed by the person making the charge and shall be filed with the Chancellor who shall, after investigation, take or recommend appropriate action. There shall be no oral presentation or discussion of confidential formal charges or complaints in open public meetings of the Board on non-agenda items or unless otherwise required by law.

Comments or presentations made by members of the public to the Board do not necessarily reflect the opinion of the Board or of its individual members, nor does the Board necessarily endorse or sanction such comments or presentations. Persons who address the Board on matters of their choosing are solely responsible for the content of such comments or presentations.



# OFFICE OF BOARD OF TRUSTEES

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## AGENDA

### CLOSED SESSION

### BOARD OF TRUSTEES OF THE SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

#### JOHN ADAMS CAMPUS

Classroom 202  
1860 Hayes Street  
San Francisco

THURSDAY, June 28, 2001  
5:00 P.M.

06-26-01A10:45 RCVD

DOCUMENTS DEPT.

JUN 26 2001

#### I. OPEN SESSION

Announcement of Closed Session Topics

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PUBLIC LIBRARY

#### II. CLOSED SESSION

#### A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS ( G.C. 54956.8)

Property :	324 Havelock Street
	San Francisco, Ca.
Agency Negotiator:	Peter Goldstein
Negotiating parties:	Eugene Moggia
Under Negotiation:	Price and terms of payment

#### B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION ( G.C. 54956.9(a))

Name of case: Lynn Martin, Guardian ad Litem for Corey J.A. Turner V. SFCCD,  
City & County of San Francisco et al.  
San Francisco Superior Court Case # 321970

#### C. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION (G.C. 54956.9)

Significant exposure to litigation pursuant to Gov. Code 54956.9 (b) – 3 cases

Initiation of litigation pursuant to Gov. Code 54956.9 ( c ) – 1 case

#### D. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (G.C. 54957)

#### BOARD OF TRUSTEES

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DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE  
DR. PHILIP R. DAY, JR., CHANCELLOR

**E. CONFERENCE WITH LABOR NEGOTIATORS (G.C. 54957.6)**

1. Agency Designated Representatives: Jeffrey Sloan, Carmen Plaza de Jennings, Steve Hale and Charles Sakai

Employee Organizations: Service Employees International Union (SEIU) 790, American Federation of Teachers (AFT) 2121, Department Chairperson Council (DCC), and Skilled Crafts

2. Agency Designated Representatives: Jeffrey Sloan, Carmen Plaza de Jennings, Steve Hale and Charles Sakai

Unrepresented Employees: Stationary Engineers, District Designated Managers, Employee Relations Manager, Supervisors, and Confidential Classifications.

**III. OPEN SESSION**

Disclosure of Board actions from Closed Session, pursuant to Government Code 54957.1

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.

**Regular Meeting of the  
Board of Trustees of the  
San Francisco Community College District  
City College of San Francisco  
JOHN ADAMS CAMPUS  
AUDITORIUM  
1860 Hayes Street  
San Francisco**

**Thursday, June 28, 2001**

**Open Session - 6:00 p.m.**

- I. Roll Call
- II. Pledge of Allegiance
- III. Approval of Minutes  
Regular Meeting Minutes – May 31, 2001
- IV. Adoption of Resolutions Agenda
- V. Approval of Consent Agenda Items as Listed:
- VI. Special Presentations
- VII. Monthly Financial Report – James Kendrix
- VIII. Action on Other Resolutions Agenda Items
- IX. Report from Constituent Groups
  - Academic Senate      - Ophelia Clark, President
  - Associated Students      - Rick Cantora, Incoming President
  - Classified Senate      - Alice Munoz-Shvarts, President
- X. Board of Trustees' Report
- XI. Chancellor and Staff Reports





- XII. Closed Session Announcements - Legal Counsel Ronald Lee
- XIII. Requests to Speak
- XIV. Adjournment

## **FINANCE**

### **GENERAL FUND**

- B1 - General Fund Resolution of the Board of Trustees of the San Francisco Community College District ordering an election to authorize up to \$195,000,000 of General Obligation Bonds, and establishing specifications of the election order.
- B2 - Adoption of 2001-2002 Budget
- B3 - Approval of Special Services and Advice (consulting)
- B3a - Authorization for three (3) Contract Modifications totaling \$192,000

### **CAPITAL OUTLAY**

- B4 - Authorization be hereby given to contract with the lowest responsible bidder \_\_\_\_\_ for the project: Science Hall Electrical Upgrade, Phase II, to be completed on or before \_\_\_\_\_, at a cost of not to exceed \$\_\_\_\_\_, \* c
- B5 - Authorization for NINE ( 9 ) Contract Modification(s) totaling \$63,032.59 for Special Services Contract(s) and Construction Contract(s) \* c

### **GRANTS/ CONTRACTS**

- B6 - Authorization be hereby given to submit an application for ABE, ESL, and ESL Citizenship Programs, and appropriate all funds receivable upon approval by the California Department of Education, under the Workforce Investment Act, Title II, Adult Education and Family Literacy Act, Section 231, (P.L. 105-220), for the period July 1, 2001 to June 30, 2002, for a total not to exceed \$650,000 \* c
- B7 - Authorization be given to appropriate all funds receivable for the Articulation Allocation for the period of July 1, 2001 to June 30, 2003 for a total not to exceed \$17,129 \* c



- B8 - Authorization be hereby given to subcontract with 70 California community colleges including City College of San Francisco for activities related to the Early Childhood Mentoring Program, for the period of August 1, 2001 through June 30 2002 in the amount not to exceed \$1,725,000. The list of colleges is on file with the Secretary of the Board by this reference is incorporated into this resolution \* c
- B9 - Authorization be given to contract with Leonard Finocchio, PhD (Public Health) to develop five modules on an introduction to the U.S. Health Care System for a cost not to exceed \$11,050, for the period July 1, 2001 to February 28, 2002 \* c
- B10 - Authorization be given to submit an application and appropriate all funds allocated by the San Francisco Board of Supervisors and the San Francisco Department of Public Health, AIDS Prevention Unit to the City College Student Health Services to provide credit training course for CTR/PNR counselors city wide. The time period involved is from January 1, 2002 to December 31, 2002 and a proposed income of \$45,600 \* c
- B11 - Authorization be hereby given to (1) submit an application for funds and (2) appropriate all funds receivable upon approval by Chancellor's Office California Community Colleges, VTEA I-C Funding, July 1, 2001 to June 30, 2002, not to exceed \$85,904.00 \* c
- B12 - Authorization is hereby given to contract with the Center on Education and Training for Employment of the Ohio State University to provide a DACUM facilitator Training Institute for City College of San Francisco faculty on June 18, 2001-June 22, 2001 and for an amount not to exceed \$16,335 \* c
- B13 - Authorization is hereby given to (1) submit a renewal application for funds and (2) appropriate all funds receivable upon approval by Chancellor's Office California Community Colleges, Office of Economic Development for a grant to continue The Learn To Earn More, for the period July 1, 2001 to June 30, 2002 for a total not to exceed \$166,667 \* c
- B14 - Authorization be given to submit an application and appropriate all funds receivable upon approval from the California Community Colleges Chancellor's Office, to develop the Statewide Special Project Collaboratives Program for the period of June 30, 2001 to July 30, 2002 in the amount not to exceed \$100,000 \* c





- B15 - Authorization be hereby given to (1) submit an application for funds and (2) appropriate all funds receivable upon approval by Chancellor's Office California Community Colleges, VTEA I-C Funding, July 1, 2001 to June 30, 2002, not to exceed \$1,239,245 \* c
- B16 - Authorization hereby be given to: 1) to submit a renewal and a competitive grant application for funds, and 2) to appropriate all funds receivable upon approval by the California Community Colleges Chancellor's Office of Economic Development Funds for the Center of Excellence for the period July 1, 2001 to June 30, 2002, and July 1, 2002 to June 30, 2003, for an amount not to exceed \$178,875 per year \* c
- B17 - Authorization be hereby given to (1) to contract with the San Francisco Hotels Partnership Project to provide the coordination and training program for the period of July 1, 2001 to June 30, 2002, at a total of \$194,828 and (2) to appropriate all funds receivable \* c
- B18 - Authorization hereby be given to contract with Arthur P. Curry for providing the JDIF Grant specialized services at a rate of \$75 per hour for a total cost not to exceed \$30,000, for the period of July 1, 2001 to June 30, 2002 \* c
- B19 - Authorization hereby be given to: 1) to submit a renewal application for funds, and 2) to appropriate all funds receivable upon approval by the California Community Colleges Chancellor's Office of Economic Development Funds for the Workplace Learning Resource Center for the periods July 1, 2001 to June 30, 2002, and July 1, 2002 to June 30, 2003, for an amount not to exceed \$178,875 per year \* c
- B20 - Authorization be given to submit a renewal application and appropriate all funds receivable upon approval from the National Science Foundation related to the Bio-Link grant for the period of September 1, 2001 to August 31, 2004, with the option of a one year extension, in the amount not to exceed \$16,924 \* c
- B21 - Authorization to modify existing Grants totaling \$21,304 \* c
- B22 - Authorization be hereby given for an MOU application which will be made for HIV prevention funds to continue the Project SAFE HIV CTR/PNR service to students as well as the peer counseling program. Furthermore, that the authorization is hereby given to appropriate all funds allocated by the San Francisco Board of Supervisors and the San Francisco Department of Public Health, \* c

THE UNIVERSITY OF CHICAGO  
DIVISION OF THE PHYSICAL SCIENCES  
DEPARTMENT OF CHEMISTRY

REPORT OF THE  
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AND THE  
PROPERTIES OF  
THE ELEMENTS

BY  
J. J. AUSTIN  
AND  
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CHICAGO, ILLINOIS  
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AIDS Prevention Unit to the City College Student Health Services to augment the Project SAFE service and training program

- B23 - Authorization be hereby given to submit an application and appropriate all funds receivable upon approval from the California Community Colleges Chancellor's Office for the renewal of the grant for the Northern California Biotechnology Center, for the period of July 1, 2001 until June 30, 2003 in the amount not to exceed \$357,750 \* c
- B24 - Authorization be given to submit an application and appropriate all funds receivable upon approval from the California Community Colleges Chancellor's Office for the renewal of the grant for the Regional Health Occupations Resource Center, for the period of July 1, 2001 until June 30, 2002 in the amount not to exceed \$178,874 \* c
- B25 - Authorization be given to submit an application and appropriate all funds receivable upon approval from the California Community Colleges, Chancellor's Office for a renewal of the grant Teach: San Francisco for the period of July 1, 2001 until June 30, 2002 in the amount not to exceed \$350,000 \* c
- B26 - Authorization be given to submit an application and appropriate all funds receivable upon approval from the California Community Colleges Chancellor's Office related to the grant Promoting Success in Elementary Algebra for the period of July 1, 2001, to June 30, 2002, in the amount not to exceed \$130,000 \* c
- B27 - Authorization be hereby given to sub-contact with each of the above-mentioned sub-recipients to perform their approved action plans for the time period of September 1, 2001 through August 31, 2004 in the total not to exceed \$1,128,172 \* c

**Equipment, Supplies & Services**

- C1 - Procurement of equipment, supplies, services, etc., less than \$3,000 \* c
- C2 - Procurement of equipment, supplies, services, etc., \$3,000 or more \* c
- C3 - Acceptance of Gifts \* c
- C4 - Disposal of Equipment \* c



The first part of the study focuses on the theoretical background and the research objectives. It discusses the importance of understanding the relationship between the variables under investigation and the need for a systematic approach to data collection and analysis.

The methodology section describes the research design, the sample selection process, and the data collection methods. It details the steps taken to ensure the reliability and validity of the data, including the use of standardized instruments and the implementation of quality control measures.

The results section presents the findings of the study, organized into several sub-sections. Each sub-section discusses the data for a specific variable or relationship, providing a clear and concise summary of the results and their implications for the research objectives.

The discussion section provides a critical analysis of the results, comparing them with the theoretical expectations and the findings of previous studies. It explores the reasons for any discrepancies and discusses the potential limitations of the study, as well as the implications for future research.

The conclusion summarizes the main findings of the study and provides a final assessment of the research. It highlights the contributions of the study to the field and offers suggestions for further research, emphasizing the need for continued exploration of the topic.

References

Appendix A

Appendix B

## **Human Resources**

- G1-11 - Academic Employees, Credit Program, District Funded \* c
- H1-2 - Academic Employees, Credit Program, Categorically Funded \* c
- L1 - Amending employment contract for the purpose of (a) purchasing tax sheltered annuities, (b) contributing to tax sheltered custodial accounts, for those employees requesting such purchases or contributions, and (c) termination of the amendment to employment contract \* c
- N1 - Academic Employees Community Services Classes \* c

## **SPECIAL**

- S1 - Recommend Adopting Amended Wage Rates, Granting Additional Holidays, and Authorizing the Administration to Grant Inequity Adjustments for Unrepresented Classified Management, Supervisory, and Confidential Employees for Fiscal Year 2001-2002 \* c
- S2 - Approval of new courses recommended by the College Curriculum Committee (01/31/01 – 04/25/01). \* c
- S3 - Adoption of Small Local Business Enterprises (SLBE) program \* c

## **REAL ESTATE**

- W1 - Authorization to exercise a three-year lease option with the City and County of San Francisco, acting through its Public Utilities Commission, for the use of approximately 35,800 square feet at 1800 Oakdale for the operation of the City College Southeast Campus from July 1, 2001 through June 30, 2004 \* c

## **Information only**

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5.

**Next Board Meeting Date: AUGUST 30, 2001  
SOUTH EAST CAMPUS  
1800 Oakdale Avenue**





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 28, 2001

B1

To: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: GENERAL FUND**

**GENERAL FUND RESOLUTION OF THE BOARD OF TRUSTEES OF THE SAN FRANCISCO COMMUNITY COLLEGE DISTRICT ORDERING AN ELECTION TO AUTHORIZE UP TO \$195,000,000 OF GENERAL OBLIGATION BONDS, AND ESTABLISHING SPECIFICATIONS OF THE ELECTION ORDER (Resolution No. 010628-B1)**

WHEREAS, the Board of Trustees (the "Board") has determined that certain properties and facilities within the SAN FRANCISCO COMMUNITY COLLEGE DISTRICT (the "City College"), City and County of San Francisco (the "County"), need to be constructed and improved and certain equipment purchased to enable the City College to enhance the educational opportunities of the students in the City College; and

WHEREAS, in the judgment of the Board, it is in the best interest of the City College to provide the funding for such needs by means of various sources including general obligation bonds; and

WHEREAS, voters of the State of California enacted Proposition 39 on November 7, 2000 ("Proposition 39"), which amends Section 1(b) of Article XIII A of the California Constitution by adding a provision that exempts from the one percent of full cash value limitation, those *ad valorem* taxes used to pay for debt service of any school district or community college district bonded indebtedness for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities, upon approval by 55% of the votes cast by voters voting on the proposition; and

WHEREAS, on April 26, 2001, the Board adopted Resolution No.010426-B1 in which the Board ordered an election to authorize up to \$285,000,000 of general obligation bonds and established the specifications of an election order; and

SFLIB11099808/2/95250/00005

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**BOARD OF TRUSTEES**

DR. NATALIE BERG, PRESIDENT • RODEL E. RODIS, VICE PRESIDENT • JOHNNIE L. CARTER, JR.

DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE

DR. PHILIP R. DAY, JR., CHANCELLOR



WHEREAS, the Board has determined that it is in the best interest of the City College to rescind Resolution No. 010426-B1 adopted on April 26, 2001 in its entirety in order to allow the City College amend the total amount of bonds to be authorized and to correspondingly amend the list of properties and facilities to be constructed and improved and the equipment to be purchased with proceeds from the sale of the general obligation bonds; and

WHEREAS, it is hereby acknowledged that under Proposition 39 the City College will project that the tax rate needed to pay debt service on any bonds that will be issued will not exceed \$25 per \$100,000 of assessed valuation of taxable property of the City College; and

WHEREAS, the Board has conducted an evaluation of safety, class size reduction, and information technology needs of the City College, and based on that evaluation has determined that the needed improvements (the "Improvements") listed in Exhibit B hereto, and further described in the General Obligation Bond Project Report as further described below and which is hereby incorporated by reference, will improve safety, reduce class size and improve access to information technology; and

WHEREAS, under Proposition 39, the City College will be required to conduct an annual, independent performance audit to ensure that general obligation bond proceeds have been expended only on the Improvements and the City College will be required to conduct an annual, independent financial audit of the proceeds from the sale of the bonds until all such proceeds have been expended; and

WHEREAS, under Proposition 39, the Board will be required to establish and appoint an independent citizens' oversight committee within 60 days of the date that the Board enters the election results on its minutes, pursuant to Section 15274 of the Education Code, to inform the public concerning the expenditure of bond revenues; and

WHEREAS, it is advisable to order the City and County of San Francisco Director of Elections to call an election on the question of whether bonds shall be issued and sold for purposes set forth below.

NOW THEREFORE, THE BOARD OF TRUSTEES OF THE SAN FRANCISCO COMMUNITY COLLEGE DISTRICT DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. That Resolution No.010426-B1 adopted and passed on April 26, 2001 by the Board ordering an election authorizing the issuance of the general

obligation bonds and establishing specifications of the election order, is rescinded in its entirety.

Section 2. That the Board, pursuant to Section 15100 *et seq.* of the Education Code, has determined in its best judgment that an election is advisable and on that basis hereby orders the City and County of San Francisco Director of Elections (the "Director of Elections") to call an election and submit to the voters of the City College the question of whether bonds of the City College in the aggregate principal amount not to exceed \$195,000,000 (the "Bonds") shall be issued and sold for the purpose of raising money for the Improvements.

Section 3. That the date of the election shall be November 6, 2001.

Section 4. That the purpose of the election shall be for the voters in the City College to vote on a proposition, substantially in the form attached hereto as Exhibit "B" and incorporated by reference herein, containing the question of whether the City College shall issue the Bonds to pay for the Improvements to the extent permitted by such proposition; provided that such changes may be made as are requested or required by the Director of Elections and provided further that a ballot summary substantially in the form of Exhibit A attached hereto and incorporated by reference may be used as required.

Section 5. That the City College will project that the tax rate needed to pay debt service on any Bonds that will be issued shall not exceed \$25 per \$100,000 of assessed valuation of taxable property of the City College.

Section 6. That the Board certifies it has conducted an evaluation of safety, class size reduction, and information technology needs of the City College, and based on that evaluation has determined that the Improvements should improve safety, reduce class size and improve access to information technology.

Section 7. That the Board certifies it will conduct an annual, independent performance audit to ensure that the funds approved by the voters have been expended only on the Improvements approved herein and by the voters and will conduct an annual, independent financial audit of the proceeds from the sale of the bonds until all of the bond proceeds have been expended for such authorized school facilities projects.

Section 8. That the Board certifies it will establish and appoint an independent citizens' oversight committee within 60 days of the date that the Board enters on its minutes the election results pursuant to Section 15274 of the Education Code, to inform the public concerning the expenditures of bond revenues.



Section 9. That any Bonds issued pursuant hereto shall have a maturity not exceeding twenty-five (25) years and bear interest at a rate not exceeding twelve percent (12%) per annum.

Section 10. That the authority for ordering the election is contained in Section 15100 *et seq.* of the Education Code.

Section 11. That the authority for the specifications of this election order is contained in Section 5322 of the Education Code.

Section 12. That this Resolution shall stand as the order to the Director of Elections to call an election within the boundaries of the City College on November 6, 2001.

Section 13. That the Secretary of the Board (the "Secretary") is hereby directed to send a certified copy of this Resolution to the Director of Elections to be received no later than August 10, 2001.

Section 14. That the Director of Elections is hereby requested to prepare a Formal Notice of School Bond Election (the "Notice") containing the information specified in Section 15120 of the Education Code, in substantially the form attached hereto as Exhibit C.

Section 15. That pursuant to Sections 9316 and 9502 of the Elections Code, the Director of Elections is requested to publish the Notice once in a newspaper of general circulation published in the City College so as to provide a reasonable time in which to prepare and print the arguments, and to permit a 10-calendar-day public examination. The Board requests that a copy of that published Notice be delivered to the Secretary, pursuant to Section 12113 of the Elections Code.

Section 16. That pursuant to Sections 5302, 5303, 5320 and 5322 of the Education Code, the Director of Elections is hereby requested to take all steps to call and hold the election in accordance with law and these specifications.

Section 17. That the Board of Supervisors of the County is authorized to canvass the returns of the election pursuant to Section 10411 of the Elections Code.

Section 18. That pursuant to Section 5303 of the Education Code and Section 1002 of the Elections Code, the Board of Supervisors of the County is requested to permit the Director of Elections to render all services necessary, including those services specified in Sections 12112 and 12105 of the Elections Code relating to the election, such services to include the publication of a Formal Notice of School Bond

Election (as described herein) and the mailing of the sample ballot and tax rate statement (described in Section 9401 of the Elections Code) pursuant to the terms of Section 12112 of the Elections Code.

Section 19. That the Board requests the governing body of any such other political subdivision, or any officer otherwise authorized by law, to partially or completely consolidate such election and to further provide that the canvass be made by any body or official authorized by law to canvass the returns of the election; and that the Board consents to such consolidation.

Section 20. That Sidley Austin Brown & Wood LLP is hereby retained to provide bond counsel services to the City College in connection with the election and with the issuance of the Bonds.

Section 21. That the members of the Board, the Chancellor, the Vice Chancellor for Finance and Administration and the other officers of the City College are hereby authorized and directed, individually and collectively, to do any and all things and to execute, deliver, and perform any and all agreements and documents that they deem necessary or advisable in order to effectuate the purposes of this Resolution, including, without limitation, to prepare and submit for inclusion in the voter information pamphlet a tax rate statement and an argument in favor of passage of the ballot proposition. All actions heretofore taken by the officers and agents of the City College that are in conformity with the purposes and intent of this Resolution are hereby ratified, confirmed, and approved in all respects.

Originator: Peter Goldstein, Vice Chancellor for Finance and Administration



PASSED AND ADOPTED this 28th day of June 2001 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

---

President  
Board of Trustees  
San Francisco Community  
College District

## EXHIBIT A

### BALLOT LANGUAGE SUMMARY

November 6, 2001, "Measure \_\_\_\_\_", San Francisco Community College District

"Shall the San Francisco Community College District increase opportunities, and improve conditions at each of its campuses throughout San Francisco, by issuing at interest rates within legal limits, bonds of \$195,000,000 to pay for capital improvements (including facilities to eliminate outdated bungalows; improved disabled accessibility; complete technology network, and new campuses in the Mission and Chinatown/North Beach neighborhoods) further described in the General Obligation Bond Project Report available from the Director of Elections and College?"

Bonds - Yes

Bonds – No

## EXHIBIT B

### FULL TEXT OF BALLOT MEASURE

November 6, 2001, "Measure \_\_\_\_\_", San Francisco Community College District

"Shall the San Francisco Community College District increase educational opportunities, raise student achievement, and improve conditions at each of its neighborhood campuses throughout San Francisco, by issuing at interest rates within legal limits, bonds in an amount not to exceed \$195,000,000 to pay for the seismic retrofitting of the campus facility at 1400 Evans; construction of new classroom/laboratory facilities to replace outdated, unhealthy, and unsafe bungalows at the Phelan Campus; completion of the district-wide computer technology network; construction of a new academic facility to provide for expanded child care services and training opportunities in the areas of Child Development, Community Health Care, and Teacher Training at the Phelan Campus; renovation and remodeling of all district-owned facilities including safety issues, building systems, building surfaces, and configurations, and improved access for the disabled at all District-owned facilities; construction of new campus facilities for the Mission and Chinatown/North Beach neighborhoods to replace outdated and leased facilities; construction of a Community Health and Wellness Center and Community Cultural Performing and Media Arts facility at the Phelan Campus, and improvements in the infrastructure of the Balboa Reservoir to prepare it for College use and thereby relieve crowded and outdated facilities at the Phelan campus, which projects the District certifies it has evaluated in terms of safety, class size reduction and information technology needs, as further described in the General Obligation Bond Project Report available from the Director of Elections and the District; provided the District appoint a citizens' oversight committee and conduct annual independent performance and financial audits to assure funds are spent only on the specified projects?"

Bonds - Yes

Bonds - No

## EXHIBIT C

### FORMAL NOTICE OF SCHOOL BOND ELECTION

NOTICE IS HEREBY GIVEN to the qualified voters of the San Francisco Community College District of the City and County of San Francisco, California, that in accordance with the provisions of the Education Code of the State of California, an election will be held on November 6, 2001 at which election the following proposition shall be submitted to the qualified voters of the District and voted upon:

November 6, 2001, "Measure \_\_\_\_\_", San Francisco Community College District

"Shall the San Francisco Community College District increase opportunities, and improve conditions at each of its campuses throughout San Francisco, by issuing at interest rates within legal limits, bonds of \$195,000,000 to pay for capital improvements (including facilities to eliminate outdated bungalows; improved disabled accessibility; complete technology network, and new campuses in the Mission and Chinatown/North Beach neighborhoods) further described in the General Obligation Bond Project Report available from the Director of Elections and College?"

Bonds - Yes

Bonds - No

All of the purposes enumerated in the foregoing proposition shall be united and voted upon as one single proposition. Said bonds proposed to be issued and sold shall bear interest at a rate not to exceed twelve percent (12%) per annum, payable at the time or times permitted by law, and the number of years the whole or any part of the bonds are to run shall not exceed twenty-five (25) years from the date of the bonds or the date of any series thereof.



**SUMMARY OF PROPOSED BOND PROJECTS**

	<b><u>COST</u></b>
A. Matching fund for New Mission and New Chinatown/North Beach Campuses	\$75,171,876
B. Acquisition of Evans campus& Seismic Retrofitting	\$ 9,252,656
C. Completion of Computer Network	\$16,043,145
D. Completion of Renovation of Aging Facilities & Improved Access for Disabled	\$16,000,000
E. Joint Use Academic Facility for Child Development, and Teacher Training	\$10,000,000
F. Community Health & Wellness Center	\$25,000,000
G. Balboa Reservoir – Infrastructure for College Use	\$13,000,000
H. Acquisition of Parcel Adjacent to Phelan Campus to Maintain Programs During Construction	\$ 5,532,323
I. New Community Cultural, and Performing and Media Arts Center	<u>\$25,000,000</u>
TOTAL	\$195,000,000



## OFFICE OF THE CHANCELLOR

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3303 • FAX 415 239 3918

**DATE:** June 28, 2001

**B2**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: GENERAL FUND  
ADOPTION OF 2001-2002 ANNUAL BUDGET  
(Resolution No. 010628-B2)**

### **BACKGROUND INFORMATION:**

The California Code of Regulations requires the Governing Board of each Community College District to adopt a preliminary budget for the ensuing fiscal year on or before June 30 and on or before the 15<sup>th</sup> day of September to adopt a final budget. In addition, a public hearing must be conducted on the final budget, which must be made available to the public for inspection at least three days before the hearing. Furthermore, the final budget cannot be adopted by the Governing Board of the District until after the public hearing has been held.

The Annual Budget includes a roll-over of current expenses plus salary increases and adjustments, plus anticipated savings, funding of the highest order of priorities proposed in the budget planning process and recommended in budget review, and is dependent on some additional resource availability. This budget is intended to be the subject of a subsequent resolution for a final budget.

This budget is contained in the Annual Budget Proposal for 2001-2002, to be presented to the Board of Trustees at the June 28, 2001 meeting.

### **Annual Budget for 2001-2002: Preliminary Recommendations**

The 2001-2002 Annual Budget for the General Fund Unrestricted is based on projected revenue and resources totaling \$152,885,090 of which \$151,017,660 represents the sum of state and local allocations and fees and \$1,867,430 represents the prior year's ending balance. Some Restricted Funds (grants) budgets for 2001-2000 have been funded at approximately 90% of the prior year's allocation and fee based programs have been funded based on estimated revenue.

The General Fund Unrestricted Expenditure Budget for 2001-2002 is currently projected at \$152,885,090 which includes basic continuing costs, funding of vacant positions and step increases, the anticipated 3.87% COLA adjustment and formula wage adjustment for anticipated ending balance, and \$731,468 in funding for

06/28/01 – B2 page 1

#### **BOARD OF TRUSTEES**

DR. NATALIE BERG, PRESIDENT • RODEL E. RODIS, VICE PRESIDENT • JOHNNIE L. CARTER, JR.

DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE

DR. PHILIP R. DAY, JR., CHANCELLOR

the highest order of priorities proposed in the budget planning process and recommended in budget review. Although the current ending balance projection at June 30, 2002 for this budget is zero, the District fully intends to manage its resources in a manner that will ultimately achieve an ending balance at or near the June 30, 2001 level.

Upon completion of the state budget, recommended adjustments to the District's revenue and expenditure budgets will be reviewed in comparison to the proposed Annual Budget, as recommended by the Chancellor and the Planning/Budgeting Council, and submitted to the Board of Trustees at the September 27, 2001 meeting.

The recommended 2000-2001 Annual Budget, as proposed by the Chancellor and submitted to the Board of Trustees for approval, is as follows.

#### **Part 1: Adoption of the Annual Budget**

Section 1 In accordance with Title 5, California Code of Regulations, Section 58196 the Board of Trustees of the San Francisco Community College District hereby adopts the Annual Budget for 2000-2001, hereinafter termed the Annual Budget of the San Francisco Community College District, as detailed on Community College District forms and summarized by fund, purpose, and amount as follows:

General Fund - Unrestricted Total	
Estimated Revenues	151,017,660
Add Beginning Balance	1,867,430
Total Estimated Revenue & Resources	152,885,090

General Fund-Unrestricted	Expenditure
Appropriations	
Estimated Expenditures	154,153,622
Less: Anticipated Savings	2,000,000
Plus: Recommended Additional Expenditures	731,468
Total Estimated Expenditures	152,885,090

Projected 6/30/02 unrestricted ending balance	-0-
---	-----

Current Board Designated Reserve	4,200,000
Planned Board Designated Reserve 6/30/02	4,600,000
Restricted Funds:(Revenue and Expenditures)	
Federal	1,960,245



State	7,767,142
Local, Fee + Service Based	4,173,250
Child Development	2,118,583
Cafeteria	800,000
Capital Outlay	-0-
Total Restricted	16,819,220

Section 2 Any action taken by the Board of Trustees at its meeting of June 28, 2001 shall be incorporated in the 2001-2002 Annual Budget and a copy of the 2001-2002 Annual Budget with modifications shall be placed in the official files of the Board of Trustees.

Section 3 The estimated receipts, income and revenue enumerated in the Annual Budget are hereby appropriated to the several funds and departments indicated in the Annual Budget for the purpose of meeting expenditure appropriations provided in the Annual Budget. These proposed expenditure are hereby appropriated to the funds and departments enumerated in the Annual Budget. Each department for which an expenditure appropriation is made is hereby authorized to use, in the manner provided by law, the amounts so appropriated for the purpose specified in the Annual Budget.

Section 4 The Chancellor and Vice Chancellor of Finance and Administration are hereby authorized to convert the budget as adopted by the Board of Trustees on Community College District forms to the official State forms prescribed by the Chancellor, California Community College; to execute, process, and file all necessary documents required by the Education Code or the California Code of Regulations; to place a copy of all budget documents in the official files of the Board of Trustees; and due to the fact that certain entries on the State forms are abased on estimates, to use the latest available information when preparing all entries concerning the 2001-2002 Expenditures, and 2001-2002 Income sections of the budget. All entries concerning the 2001-2002 Expenditures section shall be in accordance with the total proposed expenditures included in the 2001-2002 Annual Budget as listed above.

Section 5 The Chancellor and Vice Chancellor of Finance and Administration are also authorized to convert the budget adopted by the Board of Trustees on Community College District forms to the forms and accounts required by the San Francisco Controller; to execute all necessary budgetary documents, including current and subsequent budget transfers as required by the San Francisco Controller,



provided they are within the purposes and amounts of the budgets adopted on Community College District forms.

Section 6 The Chancellor and Vice Chancellor of Finance and Administration are hereby authorized to withhold filing the documents described in Sections 4 and 5 above until such time as they are legally required to be filed with the local and state agencies. If after this resolution is adopted revenues in excess of the amounts anticipated in the Annual Budget become available, such excess revenues will be budgeted according to the recommendations contained in the Annual Budget, as presented in the proposed Annual Budget for 2001-2002.

Section 7 The Chancellor and Vice Chancellor of Finance and Administration are hereby authorized and obligated to the Administrative Provisions as contained in the attachment to this resolution entitled, Administrative Provisions, 2001-2002.

## **Part 2: General Fund Restricted**

Section 1 The General Fund - Restricted portion of the SFCCD Budget contains appropriation of categorical funds from Disabled Students Programs and Services (DSPS), Matriculation, Adult Basic Education, Contract Education, Community Services, ESL - Processing Fees, International Institute, Parking Fee Fund, Grants Fiscal Services, Student Health Services, BFAP Program, and Extended Opportunity Program and Services (EOPS), Parts A & B. EOPS Part C is appropriated and expended in the Student Financial Aid Fund. Such appropriation shall be increased or decreased in accordance with the amount made available during the year 2001-2002 by cash receipts or allocations from the State of California or by amounts carried over from the prior fiscal year. Within each categorical program, transfers from unallocated amounts, transfers between accounts, and transfers between major classes are authorized to be made by the Chancellor and Vice Chancellor of Finance and Administration to the extent permitted by the laws and regulations of the State of California.

## **Part 3: Child Development Fund**

Section 1 The Child Development Fund portion of the SFCCD Budget contains appropriations of categorical funds from the Child care Food Program, the State Preschool Program, the Center-Public Child Development Program, Title IV-A "At Risk" Child Care and the Campus Child Care Bailout and Tracking. Such appropriations shall be increased or decreased in accordance with the amount

made available during fiscal year 2001-2002 by cash receipts or allocations from the State of California. Within each categorical program, transfers from unallocated amounts, transfers between accounts, and transfers between major classes are authorized to be made by the Chancellor and the Vice Chancellor of Finance and Administration to the extent permitted by the laws and regulations of the State of California.

Dr. Philip R. Day, Jr., Chancellor, Originator

## **Administrative Provisions 2001-2002**

**Section 1** Because total appropriations contained in the Annual Budget are based on estimated revenues which may not be fully realized, it shall be incumbent upon the Chancellor and Vice Chancellor of Finance and Administration to review revenue estimates each month. If such revenue estimates indicate a shortage, the Chancellor and Vice Chancellor of Finance and Administration shall freeze an equivalent amount of expenditure appropriations. These frozen appropriations may only be released if subsequent estimates indicate that the collection of the amount originally estimated is assured.

**Section 2** The Chancellor and Vice Chancellor of Finance and Administration are hereby authorized to make any transfer necessary to correct erroneous account classifications or to effect any changes in accounts made necessary by changes in the method of expenditures within the purpose of the appropriation; such as when the Board of Trustees has authorized a lump sum appropriation for a program or a project and transfers to subsidiary appropriations are required by City and County or State budgetary practices. In contrast, transfers from the unallocated appropriations to any expenditure classification shall be made only by formal resolution approved by a two-thirds vote of the members of the Governing Board as provided for in Title 5, California Code of Regulations, Section 58199; in addition transfers between major budget classifications shall be made only by a formal resolution approved by a majority of the members of the Board of Trustees as provided for in Title 5, California Code of Regulations, Section 58199. Any other transfers between subordinate accounts within a single major classification may be made by the Chancellor and Vice Chancellor of Finance and Administration.

**Section 3** The Chancellor and Vice Chancellor of Finance and Administration are hereby authorized; first, to expend from the available funds budgeted for any approved position; second, to transfer subject to the provisions of Title 5, California Code of Regulations, Section 58199 and expend from the available funds budgeted for personal services; and third, to transfer subject to the provisions of Title 5, California Code of Education, Section 58199 and expend from any other available budgeted funds for lump sum payments to classified employees upon death or retirement for service or separation



caused by industrial accident for accumulated sick leave benefits in accordance with Civil Service Commission Rules 22, Section 22.02.B9. Provided, however, that the position held by an employee who is entitled to such lump sum payment will not be filled with either a permanent or temporary replacement until such lump sum payment has been recovered from funds budgeted for personal services, and further provided that in the event that said position must be filled immediately it may be so filled on the recommendation of the Chancellor and approval by the Board of Trustees of a resolution providing funds for the purpose.

Section 4 That the San Francisco Community College District and the San Francisco Controller are hereby authorized and directed to continue the existing special and trust funds, reserves; and the receipts in each such fund are hereby appropriated in accordance with law and the conditions under which such fund was established. The San Francisco Community College District and the San Francisco Controller are hereby authorized and directed to set up additional special and trust funds and reserves as may be created by either additional requests or under other conditions and the receipts in each fund are hereby appropriated in accordance with law for the purposes and subject to the conditions under which each fund was established.

Section 5 That whenever the San Francisco Community College District shall receive for a special purpose from the United States of America, the State of California, or from any public or semi-public agency, or from any private person, firm or corporation any money or property to be converted into money, there shall be set up in the accounting records of the San Francisco Community College District, a special fund or account evidencing the amount received and specifying the special purposes for which it has been received and for which it is held. Such an account or fund shall be maintained as long as any portion of said money or property remains. Such receipts are hereby appropriated in accordance with law for the purpose and subject to the conditions under which each receipt was received.

Section 6 Permanent certificated and classified positions continued or created by the Board of Trustees in the Annual Budget, may be increased, decreased, or reclassified only by approval of the Chancellor and Vice Chancellor of Finance and Administration. Funds provided in approval of the Chancellor and Vice Chancellor of Finance and



Administration may be used to provide temporary employment when it becomes necessary to replace a permanent occupant of a position while on extended leave without pay, or for the temporary filling of a vacancy for a permanent classified position. Funds provided in the Annual Budget for permanent certificated positions may be with the approval of the Chancellor and Vice Chancellor of Finance and Administration transferred to other certificated positions.

Section 7      Surpluses existing in appropriations made for permanent positions in the Annual Budget, may be transferred by the Chancellor and the Vice Chancellor of Finance and Administration to the maximum extent feasible, into the Reserve for Contingencies or Unallocated Appropriations prior to June 2002.

Section 8      Money received as payment for damage to SFCCD automobiles or trucks, or other property, are hereby appropriated to pay the cost of repairing such equipment or property. Any excess funds, and any amount received for damaged equipment which is not be repaired shall be credited to Miscellaneous Revenues of the General Fund; provided that where the property is damaged during construction and such construction is funded from the Capital Outlay Projects Fund, the excess funds shall be credited to the specific construction project in the Capital Outlay Projects Fund.



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 28, 2001

**TO:** Board of Trustees

**FROM:** Dr. Phillip R. Day, Jr., Chancellor

**Subject: GENERAL FUND  
Approval of Special Consultant/  
Personnel Services Contracts  
(Resolution No. 010628- B3 and B3a )**

## BACKGROUND AND INFORMATION:

Each June, the Board has approved a series of resolutions related to the special services provided to the district from outside consultants. In an effort to provide for a more illustrative demonstration of the what, and why, i.e. the rationale for the need for such services, the administration is presenting one resolution for all of the larger firms whose "anniversary date" is July 1<sup>st</sup> and who most particularly have been working directly on selected high priority projects for the district over the last several years. At the same time, the district has asked each of the firms to provide an "**End of the Year Report**" reflecting on the services provided and the accomplishments achieved. Additionally, we have asked each firm to present a "**Scope of Work**" for the next fiscal year reflecting the agreed upon activity objectives expected to be carried out over the course of the next year. This information is provided as **ATTACHMENT B** to this resolution. A matrix (see **ATTACHMENT A**) reflecting the following information is also provided:

- Original Resolution Number Approved by Board
- Name of Grantor/Contractor;
- Date of Contract;
- Original Total Amount;
- Changes;
- New Total Not to Exceed; and
- Comments

The names of the firms represented in this resolution, for which the aforementioned information is presented, is attached as follows:

<u>Name of Firm</u>	<u>Services</u>
Angus-Hamer, Inc.	Technology and Networking Engineering Support
Strata Information Group (SIG)	Administrative Software Application Support and Coordination
Development Institute, Inc.	Administration of Information Services and Contracts; Technical Support for Planning and Budgeting Systems, Strategic Planning, Enhanced Self Study, and Student Success Program
SCT/Banner	Contractual Consultants for Banner Systems Applications
Mason-Tillman Associates	M/W/LBE Consulting Services and Monitoring
Strategic Education Services	Governmental Relations/State

### **Technology Contractors (B3)**

Four of the above contracts are related to technology services. By way of background information, over the last 3 – 4 years, the District has aggressively pursued a multi-tiered agenda associated with upgrading the technology capabilities of the district. This included moving from a centralized data processing mainframe environment to a network client/server distributed operating environment; investing over \$15 million dollars in upgrading and building the technology/fiber optic infrastructure; implementing a new integrated database software application system (SCT/Banner); planning and implementing a new Office of Educational Technology; and finally, establishing a new policy/shared governance group to oversee and advise on all developments related to the above. All of this has been accomplished within an operational environment that has had significant staff reductions and no chief technology officer to provide both leadership and oversight for all phases of the project. In some cases, that has been to our advantage because it has allowed us to utilize the salary savings to offset the cost of the consultants and in so doing give the



district access to some of the best experts in the business. Given the additional work required to fully complete this "massive technology conversion project" including the upgrading of our telecommunication/telephone systems, will require the district to have continuing access to this team of experts to bring on line a "world class" technology system that will grow with the district and give our faculty and students the resources and technology support they need in the future. The vendors providing professional and operational services for these efforts are Angus-Hamer, SCT/Banner, Strata Information Group, and Development Institute.

Beside technology development and oversight, Development Institute is also engaged in non-technological projects for CCSF. For example, the Board approved (December 1997) Strategic Plan underscored the need to develop an integrated planning and budgeting systems as a specific and targeted objective. Also, last year the Board of Trustees called for a new strategic planning effort to be inaugurated this coming spring. The college's self-study and the new administration for student development has underscored the need to re-engineer our structure, program, and services for students. This led to a major reorganization of the college; realignment and the creation of a new Vice Chancellor for Student Development; and the need to extend our self-study further (**see Enhanced Self-Study**) to explore ways in which we need to significantly improve our student support services, retention strategies, and transfer capabilities. Development Institute is providing leadership in all these areas.

Please note that the services to be provided by the SCT/Banner group are a continuation of the existing contract that we have with that company. It is essential to "purchase" on-call consultant hours and services at a rate to be negotiated annually, up to the level of \$88K. This year, we were successful at negotiating the hourly rate for SCT/Banner consultants from \$200 per hour to \$160 per hour, with the assistance of Dr. Denton Crews and Development Institute, Inc. Given the nature of this contractual relationship and the fluid nature of their engagement and troubleshooting efforts (on-call status), no end-of-year report and scope of work has been provided. The efforts of SCT Banner this past year have been to provide technical/consultant assistance in the transition from the 3.0 Banner to the 4.0 version, and the development of initial web-based applications for our admission and registration efforts. Next year, their work will be expanded in the area of web-applications and image technology, and technical support for our payroll, human resources, and financial applications, as well as the new alumni/development module.

### **M/W/LBE Contractor (B3)**

The development of a policy and program framework to support a new initiative related to Minority, Women, and Local Business Enterprise Program (M/W/LBE)



has also been a priority of the District. Over the last several years and under the new administration, not only has this been accomplished but the objectives associated achieving the program goals have been achieved on all fronts, to the extent that it has led to the need to transition to a new Small Local Business Enterprise (SLBE) initiative.

### **Government Relations Contracts (B3)**

Finally, the agenda associated with expanding our influence in Sacramento in terms of legislative advocacy was a priority of the district Board and the new Chancellor. The effort required in order to achieve our legislative agenda is extraordinary and has involved the use of contracted services for a governmental relations firm based in Sacramento (Strategic Education Services, led by Dr. Dale Shimasaki); the creation of a full-time position to insure representation and advocacy within the Board of Governors of Community Colleges/Department of Education bureaucracy; and the personal involvement and leadership of the Chancellor. The successful results achieved to date speak to the value-added and direct benefit associated with this investment, i.e., state funding and support of both the Mission and Chinatown/North Beach campuses; increased access to other capital outlay dollars; expanded state funding; and increased grants from the state to support key initiatives of the college (diversity, student success, and retention).

### **Investments and Returns On Technology Contracts**

In total, the contracted services referenced above amount to the same level of funding as last year although the funds from some may have changed (Mason-Tillman Associates down \$84,700 but Banner/SCT is up \$80K). Given the transition to a **Small Local Business Enterprise** approach and after successful implementation of the program, the scope of required services from Mason-Tillman Associates has changed. Conversely, SCT/Banner is helping us implement the new Alumni Management Tracking System. We were able to successfully negotiate (with the aid of Development Institute, Inc.) the acquisition of this new application at no cost for a savings of \$320,000K but we were required to "buy" \$80K of consulting services to train staff on the effective utilization of the system. The agreement was reached in the spring of this past year and the dollars to support the new application are actually "roll-over dollars" from the current year into 2001-2002 and offset the cost of implementation. Clearly, this will enhance our ability to identify, track, and maintain ongoing communications with our alumni, which will prove to be very helpful and rewarding in the future.

The offset for the financial commitment made for these services are the salary and benefit dollars associated with the Chief Information Officer, Banner Coordinator, Network Administrator, and others, which amount to over \$500K;

and the utilization of the Bond funds to support the required technical expertise associated with the electrical and network engineering requirements of the technology and network infrastructure projects. In reviewing the End-of-the-Year Reports provided by all of the vendors, it is clear that the return on our investment is very significant and the services provided are not able to be provided by the current staff. This district is the most efficiently ran district in the state in terms of its size and the number of administrators and support staff that run it. Everyone of the current staff has duties, responsibilities, and a scope of work that reflect that reflect an extraordinary level of commitment and effort--- they are stretched to the limit.

### **Renewals of Service Contracts (B3a)**

Finally, we have included two renewals of service contract for the realty and property management services provided by Omni Financial Property Managers (the New Mission Campus property site) and Myrna Lim Realty Group, who manage the project for the site of the "new Chinatown/North Beach campus. And, given the fact that we are currently assessing the future requirements of our new telecom/phone service system, we are recommending that we just extend our current three-year contract with Pacific Bell through December 31, 2001, at a cost of \$192,000. This will allow our technology team time to not only assess our requirements but which potential vendors can provide the best and most cost-effective services. Under the dynamic and ever-changing conditions that characterize the telecommunication industry and competitive environment within which various companies are operating, I could not support a simple "roll-over" of our existing contract with PacBell. I believe we can expand our capabilities, improve service and communications, and cut on costs. The six months extension will provide the appropriate time to engage in this level of assessment and cut the best deal for the college. These latter three "service contracts" are illustrated in Resolution B3a.

### **RECOMMENDATION:**

**RESOLVED:** That the Board authorizes the specific amendments to the Resolution, as indicated in the tables B3 and B3a (see attached), and

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Dr. Philip R. Day, Jr., Chancellor, Originator



# **ATTACHMENT A**

**MATRIX RESOLUTION:**

**RESOLUTION B3  
RESOLUTION B3a**



THE UNIVERSITY OF CHICAGO

PHYSICS DEPARTMENT

RECEIVED

DATE: June 28, 2001

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: General Fund  
Approval of Special Services and Advice (consulting)  
(Resolution No. 010628-B3)

BACKGROUND INFORMATION:

B3

ORIGINAL RESOLUTION NUMBER	GRANTOR/ CONTRACTOR	CONTRACT DATE	ORIGINAL TOTAL AMOUNT	CHANGE	NEW TOTAL NOT TO EXCEED	COMMENTS
A 000622-B4	Angus-Hamer Networking	a) July-Dec. 2001 (Bond Projects b) July 1, 2001-June 30, 2002 (ITS Support)	a) \$489,960 b) \$101,000	a) Extend through Dec. 31, 2001 b) Extend through June 30, 2002	a) \$489,960 b) \$101,000	a) Extend date six months b) Extend date one year. <i>Originator: Peter Goldstein with Doug Re</i>
B 001116-B1	Strata Information Group (SIG)	July 1, 2001- Dec. 31, 2001	\$196,000	Extend through Dec. 31, 2001	\$216,000	Extend date six months. <i>Originator: Peter Goldstein with Doug Re</i>
C 000622-B8	Development Institute	July 1, 2001- June 30, 2002	\$190,000	Extend through June 30, 2002	\$190,000	Extend date one year. <i>Originator: Peter Goldstein</i>
D 000622-B3 010329-B2	Systems Computer Technology Corp. (SCT)	July 1, 2001- June 30, 2002	\$83,000	Extend date July 1, 2001- June 30, 2002	\$168,000	Extend date one year and increased hours. <i>Originator: Peter Goldstein</i>

ORIGINAL RESOLUTION NUMBER	GRANTOR/ CONTRACTOR	CONTRACT DATE	ORIGINAL TOTAL AMOUNT	CHANGE	NEW TOTAL NOT TO EXCEED	COMMENTS
E 000831-B5	Mason Tillman and Associates	July 1, 2001 - June 30, 2002	\$164,700	Extend through June 30, 2002	\$80,000	Extend date one year and change scope of services. <i>Originator: Peter Goldstein</i>
F 001214-B4	Strategic Education Services	July 1, 2001 - June 30, 2002	\$9000/per month	Extend through June 30, 2002 . Increase FY 2001- 02 contract amount by 3% COLA	\$111,240	Extend date one year. <i>Originator: Peter Goldstein</i>
TOTAL			\$1,332,660		\$1,336,200	

# **RECOMMENDATION:**

**RESOLVED:** That the Board authorizes the Specific amendment to the Resolution as indicated in the table, and

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

DATE: June 28, 2001

B3a

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: General Fund**

**Approval of Special Services and Advice (Other Services)  
Authorization for three (3) Contract Modifications totalling \$ 192,000  
(Resolution No. 010628-B3a)**

**BACKGROUND INFORMATION:**

ORIGINAL RESOLUTION NUMBER	GRANTOR/ CONTRACTOR	CONTRACT DATE	ORIGINAL TOTAL AMOUNT	CHANGE	NEW TOTAL NOT TO EXCEED	COMMENTS
A 980729-B3 990429-B2 000831-B1	Omni Financial (Property Manager- proposed Mission Campus)	July 1, 2001- June 30, 2002	6% of gross/mo. approx. \$1147/mo.	Extend through June 30, 2002	N/A	Extend date one year. <i>Originator: Stephen Herman</i>
B 990128-B2 990429-B2 000831-B1	Myrna Ltn. Realty Group (Property Manager- proposed Chinatown campus)	July 31, 2001- June 30, 2002	\$3500/mo. or 6% of gross, whichever is greater	Extend through June 30, 2002	\$3,500/mo. Or 6% of gross, whichever is greater	Extend end date one year. <i>Originator: Stephen Herman</i>
C 980625-B7	Pacific Bell	July 1, 1998- June 30, 2001	\$974,277	Extend term to December 31, 2001. Increase Amount by +\$192,000	\$192,000	Extend term by six months and increase amount to cover new period. <i>Originators: Peter Goldstein with Douglas Re</i>
				<b>TOTAL - \$192,000</b>		



**RECOMMENDATION:**

RESOLVED: That the Board authorizes the Specific amendment to the Resolution as indicated in the table, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

# **ATTACHMENT B**

**2000-01 END-OF-YEAR REPORTS  
2001-02 PROJECTED SCOPE OF WORK**

**Angus-Hamer Networking, Inc.  
Strata Information Group (SIG)  
Development Institute, Inc.  
System Computer Technology Corp. (SCT)  
Mason Tillman Associates, Ltd.  
Strategic Education Services**

# THE HISTORY OF THE

REIGN OF

CHARLES THE FIRST

Angus-Hamer Networking, Inc.





## ANGUS-HAMER NETWORKING, INC. JULY 2000 TO JUNE 2001 ACCOMPLISHMENTS

Angus-Hamer Networking was engaged by the CCSF ITS department in December of 1996 to provide network design and construction project management for the Technology Infrastructure portion of the Proposition A Bond. With the delay of the bond funds release, Angus-Hamer's role on campus during the late 1997 through 1999 focused on improving ITS network services and operations, with a limited level of design and wiring work for the Allied Health Remodel and computer labs in Cloud, Downtown and John Adams.

### BOND FUND PROJECT ACCOMPLISHMENTS - July 2000 through June 2001

Angus-Hamer has distinguished itself as a workforce who can "made it happen" at CCSF. A-H consultants under the leadership of Wendy Pinos, have owned the responsibility for moving forward with the network infrastructure construction and electronics deployment. A-H has worked with CCSF ITS, Buildings and Grounds, Facilities and Planning and site staff to coordinate a smooth and robust implementation.

**1) Phelan Campus Infrastructure Wiring Project - PH99MH1117** This is a construction project for voice/data/video cabling with required pathway infrastructure at the Phelan Campus. Angus-Hamer provides the design and project management of the Semans Communications and sub-contractor work force. The construction began in February of 2000. Since July of 2000, work on the Phelan campus has been intensive and to date, nearly all of Phelan campus buildings are wired for voice and data. The following connectivity has been provided:

Building	Labs (40+ computers)	Classrooms (4 data and one voice jack)	Offices	Others (prep rooms, studios, conference rooms)	Total Jacks
Batmale	7	29	161	20	1136
Conlan/Bookstore	0	1	32	7	238
Gyms	1	10	22	1	212
Arts Extension	3	20	10	4	326
Student Health	0	5	16	2	72
B209/210	1	0	16	2	48
Creative Arts	2	21	31	2	318
Cloud Hall	10	28	18	0	1004
Press Box	0	0	0	1	14
L/LRC	0	0	12	8	46
Visual Arts	3	7	17	3	154
ASU	0	0	26	5	120
Smith/Statler	2	3	14	3	166
Horticulture	0	5	4	1	40
B213	0	0	4	3	44
<b>Totals</b>					<b>3938</b>

A number of new facilities over and above the original survey and scope of work have been added to the wiring project. These include additional computer labs in various buildings, LLRC, EOPS, and B600 upgrades and swing/grave shift differentials. Despite these substantial increases, the project is currently within the original project budget.

This project went to DSA for approval in April of 2001. Final documentation and inspections of these buildings are being prepared by A-H consultants and the Facilities and Planning Inspector of Record. The remaining buildings in this project for continued work 7/01 through 12/01 are: Science Hall and the new EOPS bungalows.

**2) SF Campuses Infrastructure Wiring Project – CCSF00ITS77** This is a construction project for voice/data/video cabling with required pathway infrastructure at the SF District Campuses. Angus-Hamer provides the design and project management of the Semans Communications and sub-contractor work force. Despite substantial delays in the project bidding due to MBE/WBE issues, this project was successfully awarded in September of 2000. The construction began in December of 2000. To date, the following connectivity has been provided:

Building	Labs (40+ computers)	Classrooms (4 data and one voice jack)	Offices	Others (prep rooms, studios, conference rooms)	Total Jacks
Downtown	13	33	20	2	656
Evans	1	15	11	2	250
Gough	1	5	18	0	150
<b>Totals</b>					<b>1056</b>

Work is proceeding in the Southeast, Chinatown and Alemany campuses. The remaining buildings in this project for continued work 7/01 through 12/01 are: Mission, Airport, Fort Mason. Some partial wiring in John Adams may be done, but the majority of the infrastructure upgrade at JAD will be done as part of the seismic upgrade project at that site.

**3) Network hardware rollout** - Angus-Hamer has been responsible for the deployment of the data network hardware directly following the testing of the data jacks. (The network equipment was bulk purchased in December of 1999, where through a competitive bid situation, Angus-Hamer was able to secure bids for \$883,000, for equipment of retail value near \$2,000,000, with three years free maintenance.)

With an urgency to provide rapid connectivity to end-users, Angus-Hamer consultants have worked with CCSF ITS staff to turn up network switches within a month of the cabling completion in each building. As such, faculty have been able to take immediate advantage of the new network connectivity, including Internet access and network resources into their teaching methods.

**4) WAN upgrade** - As part of the network rollout, Angus-Hamer has provided the expertise for the design and rollout of the WAN upgrades to the District campuses. This involves the implementation of new Cisco routers to support increased, more secure network access back to Phelan campus. Bid in December of 2000, the new equipment was rapidly deployed during January through March. Angus-Hamer provided configuration and implementation assistance for the DS-3 termination at Phelan campus through which the District connections would route. Angus-Hamer continues to work with site ITS staff in completing the final steps of local configuration changes needed to fully support the WAN upgrade.

#### OPERATIONAL ASSISTANCE ACCOMPLISHMENTS - July 2000 through June 2001

Through separate ITS operational funding, Angus-Hamer also supplements the existing CCSF ITS staff with technical expertise in various project areas. Angus-Hamer provides a breadth of technical expertise and works willingly with CCSF ITS staff to accomplish the technical tasks, while performing knowledge transfer whenever possible.

**1) Banner GUI Server rollout** - In support of the move to Banner 4.0, Angus-Hamer was responsible for the rollout of Banner GUI servers through the Phelan and District campuses. This included the design and



build of eight Windows NT servers added to the network for forms vending. Before deployment, Angus-Hamer created a custom training course to train ITS personnel on the server functionality with Banner GUI. Angus-Hamer continues to provide technical support of these servers and a newly added Terminal-Server system that supports better performing Banner GUI access through a dial-in connection from sites not yet networked.

Also in support of the Banner GUI rollout, Angus-Hamer worked with technical support staff in Financial Aid and Counseling to provide Standardized Desktop images that could be used to configure a new PC to a preset standard configuration. This allowed the departments to more rapidly deploy new equipment, with CCSF supported applications and have a consistent software image on the PCs, thus minimizing ongoing efforts.

**2) Firewall upgrade** – In order to take advantage of performance and security enhancements, CCSF ITS scheduled a hardware and software upgrade to the Firewall system in October 2000. Angus-Hamer provided the technical lead in the installation of the new software. Wrought with hardware and software problems, the upgraded Firewall was unstable, requiring to several re-installations and many hours of evening and weekend troubleshooting effort over several months. The Firewall system was finally stabilized on the older hardware platform and a fresh installation of the older software revision. Problem analysis still continues with the intent that the new hardware system be implemented during the summer of 2001.

**3) Management Assistance** - As part of the ITS Management Team, Wendy Pinos fulfills the role of Network Manager. In this role, Wendy provides guidance for the CCSF network staff, and works with the Management Team in tactical and strategic planning, policy discussions and ongoing daily management. With Doug Re facilitating the paperwork process, a significant accomplishment is the interview and selection of a new NT Administrator hire. CCSF ITS desperately needed to develop internal expertise, so as to better operate the network of NT Servers. With this person on board, Angus-Hamer will begin to transition from tactical support of the NT environment to consultative support in the planning of the Windows 2000 Server migration. Other high priority hires include the CCSF Network Manager's position, and as budget permits, an additional Network Engineer, to supplement the overworked existing CCSF network staff.

**4) DNS Server rollout** – In June of 2000, CCSF ITS purchased additional DNS servers to be deployed to the District campuses. Because of a heavy load of daily operational tasks, the CCSF Network Engineer was unable to move forward with the configuration and installation of these servers. Angus-Hamer has provided technical engineering staff to install the three main DNS servers at Phelan campus and begin a prototype for a District campus server. Continued effort to roll out these DNS servers in the coming summer months is planned.

## SUMMARY

In June of 2000, Angus-Hamer developed an aggressive construction schedule for the wiring of Phelan and the District campuses. While challenged with many delaying factors, Angus-Hamer consultants and the contractors they manage, have made significant progress in the completion of the construction and network implementation projects. Science permitting, A-H is on track to complete the construction of the network infrastructure by the end of 2001.

For operational support, Angus-Hamer has filled the gaps in technical expertise at CCSF. Available anytime by pager, A-H consultants have demonstrated a commitment to keeping the CCSF network operating efficiently, with as close to 100% uptime as possible. The A-H consultants have provide broad expertise in Windows NT, DNS, Firewall, routers, switches and other WAN and LAN technologies. The A-H operating premise is to perform the required task efficiently, while educating the ITS staff so they can be knowledgeable and self-sufficient for future ongoing operations.



## **ANGUS-HAMER SCOPE OF WORK - 7/01 TO 12/01**

### **Bond Project Items**

- Construction management of Phelan campus building infrastructure wiring project (PH99MH1117) – remaining buildings: Science and EOPS.
- Management of District Campus building infrastructure wiring project (CCSF00ITS77) – remaining buildings: Alemany, Chinatown, Mission, Airport, Fort Mason and possibly John Adams.
- DSA processing of CCSF00ITS77 bid.
- Test and turn-up of network connectivity as building wiring completes.
- Inspection, documentation and sign-off of completed buildings.
- Detailed design of Mission campus (anticipated schedule 12/01)
- Additional activities added at the request of CCSF ITS Management, as time permits

### **Ongoing Operational Items**

- DNS server upgrade configuration and deployment
- Implementation of WebTrends network monitoring and reporting
- H-P OpenView upgrade
- Ongoing administration and technical assistance for Firewall, DNS/Proxy servers, routers, switches.
- Ongoing management activities (until hire of CCSF Network Manager)
- Additional activities added at the request of CCSF ITS Management, as time permits

## Strata Information Group (SIG)



**City College of San Francisco  
Strata Information Group (SIG)  
End of Year Report/Results**

## **Introduction**

Strata Information Group (SIG) has provided information technology management and technical consulting services to assist the College community in their ongoing efforts to meet their critical information processing since 1996. This report will review the activities, progress and achievements over the past fiscal year.

## **Scope of Work**

SIG has provided specialized technical support services related to the implementation of the SCT/Banner administrative information systems since June 1996, specifically focusing on the Banner Student and Financial Aid modules. The Banner Student module has been in production since Spring 1998 and the Financial Aid module since Fall 1998.

During the 1998-99 fiscal year, SIG provided leadership and the technical expertise needed to create a more stable operating environment. During the Summer and Fall of 1999, SIG led the College in a successful migration of the entire Banner system from Release level 2.1 to the Year 2000 compliant version of Banner Release 3.1.

During the Summer and Fall of 2000, SIG provided project management and technical leadership to complete the major upgrade to Banner Release 4.0 which uses a graphical user interface to simplify use.

During the Spring of 2001 SIG has assisted with the implementation of The "Banner Web For" products, which were authorized by Board Resolution 990923-B1. In addition to registering for classes, the "Web For" products will provide allow faculty and staff to easily access via a web browser a variety of payroll, leave accounting information, as well as other financial information. Students will be able to apply for admission, register for classes, pay fees and review their academic history.

SIG will continue to provide technical expertise and leadership to complete the implementation of the "Web For" projects, as well as, continue the evaluation, selection and implementation of several other technology initiatives such as: campus wide information portal for students, faculty and staff, document imaging solution and student identification card.



## Activities and Accomplishments

This project plan summarizes the major technology efforts both underway and planned. Each project has been reviewed and approved through multiple internal committees. During the previous fiscal year, the Banner Web For project has received the most attention and resources. We plan to register students on the Web beginning with our early registrations Monday June 25, 2001. The plan includes faculty and staff access for various information by the time the Fall semester begins. Training will be provided during the Fall flex days in mid August.

The upgrade project to Banner 4.0 occurred in early January, 2001. The new graphical user interface (GUI) has been met with strong enthusiasm by the staff. The new look and feel is much easier to use and understand resulting in reduced time by staff to understand new functions and capabilities.

<b>Administrative Applications Group Technology Projects</b>	<b>Projected Completion Date</b>
<b>Banner Web For Implementations</b>	
Web for Student (includes Financial Aid)	Fall 2001
Integrate Bookstore Web Site with Banner	
Web for Employee (includes Finance)	Spring 2001
Web for Faculty	TBD
Web for Executive	Selected, Focus on Enrollment Management
<b>Implement new Voice Response Solution</b>	<b>Spring 2002</b>
<b>Administrative Systems Projects</b>	
Document Imaging (Campus wide)	Spring, 2001
Information Portal Evaluation/Implementation	Fall, 2002
Student ID Card	Spring, 2002
<b>Planned Projects for 2001-2002</b>	
Banner Version 5.0	January, 2002
Use December (2001) down week to upgrade	
Web Enabled Forms	
SARS/GRID connection to Banner	Fall 2001
<b>New Banner Functionality (Under review and policy ecommendation) Fall 2002 and beyond</b>	
Waitlisting for Courses	
Prerequisite verification for additional departments	
Concurrent Enrollment (Summer and Fall Terms)	
Academic Advising	

Improved requisition purchase order creation, printing

## **Value-Added Enhancements**

SIG provides technical advice and consulting to a variety of California Community Colleges using the Banner administrative software system. In that role, we provide solutions that modify the baseline software to meet the specific requirements. At CCSF, we have provided specifications and local programming changes to correctly calculate the drop status code based on the time of drop during the semester. The MIS/VTEA data collection requirements were added into the software to insure that the College receives appropriate state funding.

## **Prerequisite Checking Process**

When students enroll in classes for a future term, the system assumes they will receive a passing grade in their current classes. However, some students will not receive a passing grade after the term is finished but are still enrolled in a course that requires a prerequisite. This had been a big problem of identification and notification to the students until the Spring 2001 term. A special process was created that analyzes the enrolled students to determine if they have successfully passed all prerequisite course work. If not, a list and mailing labels are generated to notify the student they are being dropped from the class. This process will save a lot of valuable time for the counseling offices and place the most appropriate students in the more advanced courses.

## **Mid Term Grade Mailers**

In the past, the College sent over 30,000 mid term grade mailers at a significant cost of time, postage and paper. With the advent of the STARS system and by providing the capability for students to check their grades via a telephone, the College was able to realize a substantial savings. Assuming postage alone at \$.30 per student, that saved the district over \$9,000 plus the cost of labor and printing.

In general, SIG staff work closely with the local IT professionals to design and program these extra changes to the baseline product. This insures that the programming staff are capable of assuming responsibility for the enhancement for future upgrades and maintenance.

## **Future Role**

SIG will continue to provide the managerial and technical leadership to assist the CCSF Information Technology Services department to meet the critical business and technology initiatives planned for the coming year.

# City College of San Francisco Strata Information Group (SIG) End of Year Report/Results

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- Projects for Implementation 2000-2001
  - Web For Implementations
    - Student/Financial Aid
    - Finance/Employee
    - Faculty/Advisors
  - Upgrade to Graphical User Interface (GUI)
  - Upgrade to Banner Version 4.0
  - Electronic Transcript with San Francisco State University



# City College of San Francisco Strata Information Group End of Year Report/Results

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- Results for January through June 2000
  - Web For Implementations
    - Registering students for Fall 2001 via Web
    - Providing student access to
      - Unofficial Transcripts and academic history
      - Mid Term and final grades
      - Catalog and Class Schedule
      - Financial Aid Needs and Award Information
    - Benefits
      - Reduce time students need to register
      - Better recruiting of new students
      - Provide more choices for students to achieve success



# City College of San Francisco Strata Information Group End of Year Report/Results

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- Results for January through June 2000
  - Web For Implementations
    - Providing staff and faculty access to
      - Payroll, deduction, benefit information
      - Taxes, W-2 information
      - Sick and vacation balances
  - Benefits
    - Convenient access for CCSF employees
    - Reduce staff time spent on answering routine requests for information
  - Improve overall communications between staff and the human resource and payroll departments

# City College of San Francisco

## Strata Information Group (SIG)

### End of Year Report/Results

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- Results for January through June 2000
  - Web For Implementations
    - Providing faculty access to
    - Class rosters with pertinent information about their students
    - Web based grade input and review
    - Student academic history
    - Enrollment counts
  - Benefits
    - More timely reporting of students registered for classes
    - Students will receive final grades and official transcripts more quickly
    - Especially for transfer students

# City College of San Francisco Strata Information Group (SIG) End of Year Report/Results

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## ■ Future Role

- Continue to provide
  - Technical expertise
  - Leadership
- Guidance for Technology Initiatives
  - Document Imaging
  - Student ID Card
  - Information Portal

**Statement of Work  
Strata Information Group  
City College of San Francisco  
July through December 2001**

At the direction of a designated senior manager in the Information Technology Services department, Strata Information Group (SIG) will provide leadership along with functional and technical support to assist with the implementation and upgrade of the SCT/Banner administrative software systems. SIG Services will include:

1. Assistance to the CIO as directed;
2. Oversight and direction of the administrative programming unit of the College;
3. Provision of project management and functional/technical consulting to implement new releases of Banner and to complete the implementation of the Student, Financial Aid, Human Resources, Finance and the STARS telephone registration systems.
4. Assist in the evaluation and procurement of a document imaging system and a student/faculty/staff identification card.

SIG will provide services for the ongoing support of the Banner administrative information systems based on College plans and priorities. In addition, the College has identified the following projects for evaluation and potential implementation;

<b>Banner Software</b>
Upgrade to Banner 2000 (5.X) version
Convert local changes (CCSF MODS)
Implement Social Security Number change project
Evaluate/Implement Web For Executive
<b>Student Module</b>
Document Imaging
Web for Student, Faculty, and Financial Aid
<b>STARS (VRU) Telephone Registration</b>
Implement new Banner 4.0 VR software
<b>Human Resource/Payroll</b>
Web for Employees
<b>Finance</b>
Grants and Contracts module
Fixed Assets
Web For Employees (fiscal component)
<b>General Banner</b>
Expand Decision-Support capabilities
Implement Reporting Tool
Banner Training (Ongoing)
Student ID Card
Document Imaging System



Administrative Applications Group Technology Projects	Projected Completion Date	2000		2001		2002	
		Fall	Spring	Summer	Fall	Spring	Summer
Banner Web For Implementations							
Web for Student (includes Financial Aid)	Fall 2001						→
Integrate Bookstore Web Site with Banner							
Web for Employee (includes Finance)	Spring 2001						→
Web for Faculty	TBD					→	
Web for Executive	Selected, Focus on Enrollment Management						→
Implement new Voice Response Solution	Summer 2002						→
Administrative Systems Projects							
Document Imaging (Campus wide)	Spring, 2001				→		
Information Portal Evaluation/Implementation	Fall, 2002						→
Student ID Card	Fall, 2001					→	
Planned Projects for 2001-2002							
Banner Version 5.0	January, 2002						→
Use December (2001) down week to upgrade							
Web Enabled Forms							
SARS/GRID connection to Banner	Fall 2001						→
New Banner Functionality (Under review and policy recommendation)							
Waitlisting for Courses	Fall 2002 and beyond						
Prerequisite verification for additional departments							
Concurrent Enrollment (Summer and Fall Terms)							
Academic Advising							
Improved requisition purchase order creation, printing							

Development Institute, Inc.



# DEVELOPMENT INSTITUTE, INC.

## END-OF-YEAR REPORT

JULY 1, 2000 TO JUNE 30, 2001

### I. Summary of Workscope

The workscope for Development Institute in 2000-2001 was comprised of two parts, each with objectives and activities to be accomplished. Part A was the responsibility of Dr. Denton Crews. Part B was the responsibility of Dr. Katherine German.

#### Part A:

1. To provide technical leadership and management support for college-wide *technology and telecommunications systems* development
2. To document and institutionalize the *integrated planning and budgeting system* at CCSF
3. To provide assistance in the *finalization of the development of an Educational Plan* for the District that reflects the future "blueprint" for development of the individual campuses/schools of CCSF
4. To assist the Chancellor in all aspects of a **strategic planning process** for CCSF leading to the production of a Strategic Plan for 2001-2005
5. To undertake *special assignments* for Chancellor
6. To provide assistance in research and preparation of *special reports* for the Chancellor of the College

#### Part B:

1. To provide assistance and oversight for the development and implementation of the *Enhanced Self-Study* (ESS) process, jointly sponsored by the Academic Senate and the Planning Budgeting Council under the direction of the Chancellor, leading to performance outcomes identified for student development, including retention rates, transfer rates, goal completion rates, graduation rates, and student satisfaction
2. To provide counterpart leadership and **support for the Vice Chancellor of Student Development** during the year of transition involving the planning and enhancement activities for all major components of Student Development
3. To assist with the implementation of a *student success program* derived from the Educational Planning Process and the Enhanced Self-Study and resulting in specific improvements in student development



## **II. Rationale for Contract**

1. The demands of high level initiatives undertaken by the Chancellor's office in leading and managing the complexities of CCSF require consultation resources with professional management expertise in a broad array of functional areas and proven capabilities for achieving targeted results
2. The demands within CCSF for managing technological resources in an environment of high cost, constantly changing technologies, and increasingly complicated mission-critical data systems require a level of management expertise that colleges often must secure from external sources

## **III. Activities and Accomplishments**

### **Part A: Accomplishments in Three Highest Priority Areas**

1. Technology Leadership and ITS Management
  - a. ITS has been restructured from a flat organizational chart to four lines of responsibility: Systems and Operations, Network Management, Administrative Systems Management, and Educational Technology Management. A management team meets weekly to coordinate all activities of ITS.
  - b. ITS' budget has been restructured to conform with the organizational framework and all staff positions and costs have been aligned.
  - c. The Information Technology Policy Committee (ITPC) has met on a monthly basis, with four sub-committees reporting to the ITPC. Key issues have been studied and solutions implemented.
  - d. The SCT Banner software has been upgraded from version 3 to version 4, with GUI interfaces for almost all users; HP servers have been upgraded, and WEB products have been installed; SCT contracts have been re-negotiated with hourly charges reduced from \$200 to \$160 and \$170 per hour.
  - e. Sustained management has been provided for the \$20 million college network infrastructure project, with the project schedule on-time and within budget.
  - f. New technology planning is underway and draft plans are emerging.
2. Support for the CCSF Planning System
  - a. The integrated budgeting and unit planning process has completed a new cycle and produced a budget for the new year, along with annual plans and unit plans.
  - b. The educational master plan is in the final stages of dissemination and review.
  - c. The process for strategic planning has been fully developed and reviewed by the administrative and governance systems of the college.

### 3. Support for National Articulation and Transfer Network

- a. Two major conferences have produced a detailed design for the technology component of the network.
- b. In partnership with software development parties, proposals for funding the technology component have been prepared.

In addition to the above priorities, assistance was provided on a day-to-day and weekly basis for the Chancellor's initiatives. These research and development activities ensured that the Chancellor's office would be well prepared with solutions to a number of issues arising during the year. A partial listing of issues to which the contractor responded includes the following: undertaking a process for Financial Aid office review; undertaking a process for HR practices review; reviewing and improving the use Flex Day activities to support Chancellor's office initiatives; conducting a study of Student ID cards and procedures; seeking a solution for records management in the newly established Alumni and Development office; reviewing and revamping the college web-site policy, primarily in response to the Teacher Review web-site link; and reviewing and proposing technology project components for the new bond initiative.

### Part B: Accomplishments in Three Highest Priority Areas

#### 1. Coordination of the Enhanced Self-Study

- a. The Enhanced Self-Study process has been organized with supportive materials including a Self-Study Handbook, resource documents and related issue papers.
- b. Flex Day presentations and articles in *City Currents* have provided an overview of the self-study process and a call for participation, as well as regular updates on the progress of the initiative.
- c. Over 170 faculty, staff and students have participated in the discussion of issues related to student success through five Ad Hoc Committees: Pre-Registration and Matriculation, Pre-College Learning, College Level Learning, Enrollment Management Tools, and Student Outcomes.
- d. The twelve faculty, staff and student co-chairs of the Ad Hoc Committees, working in collaboration with Dr. Day and Ophelia Clark, have provided overall leadership for the Enhanced Self-Study process through the Ad Hoc Coordinating Council.
- e. Regular meetings with the leadership of the project have provided oversight and coordination, addressing issues of participation, focus, and overall project management.
- f. Thirty-two recommendations have been generated by the Ad Hoc Committees and reviewed by the Ad Hoc Coordinating Council, with twenty-nine of those recommendations to be forwarded to the Academic Senate for consideration in the fall.

- g. A web site has been established to reflect the process, catalogue the recommendations, and facilitate information sharing on the project collegewide.
2. Transitional Support for the Vice Chancellor of Student Development
- a. A process has been designed and facilitated leading to the preparation and implementation of the Division's first educational plan.
  - b. A process has been developed for the reconsideration of the organizational structure of the Division to improve student access and support.
  - c. Assistance has been provided in the development and focus of the Outreach and Recruitment unit of the Division.
  - d. Assistance has been provided in the development and organization of various Counseling initiatives including SARS and the cluster concept.
  - e. Assistance has been provided in the preparation of two federally-funded grant applications to provide educational assistance for disadvantaged students.
  - f. Synopses of related institutional research initiatives have been prepared to assist in the utilization of assessment data for the development of improvements in the delivery of student services.
3. Implementation of a Student Success Program
- a. A process was developed for the implementation of each of the specific objectives of the Division's educational plan through the identification of specific tasks, timetables, resources, and key personnel.
  - b. A compendium of the recommendations produced to date by the Enhanced Self-Study with an impact on Student Development has been initiated to provide an assessment of the institutional expectations of the division.
  - c. A process has been developed to ensure the integration of divisional plans with Self-Study recommendations.
  - d. Consideration has been given to the design of new grant applications such as Title III to support the implementation of the emerging student success program.

#### **IV. Value-Added Outcomes**

In the context of the objectives, activities, and deliverables specified in the written agreement, the contractor was instrumental in bringing the following benefits or value-enhancements to CCSF:

- ITS (Information Technology Services) is now operating with a clearly organized structure and participatory process which has reduced crises and increased, coordination, timely accomplishment of results, and user confidence in ITS



- ITPC (the Information Technology Policy Committee) is now operating as a fully empowered body with working groups engaged in solving problems, formulating policy, and making plans with broad ownership for technology throughout CCSF
- CCSF's relationship with SCT (the corporate vendor for the Banner Information System Software) has been transformed into a partnership in which SCT is highly responsive in delivering technical support, providing deeply discounted software and services, and reducing annual maintenance expenses.
- The Enhanced Self-Study has focused the attention of faculty, staff, and students on the policies, procedures, and practices of the College that directly affect student success resulting in a comprehensive commitment to improve programs and services college wide.
- The emergence of the Student Development Division has reinforced the effort to put students first by improving programs, services, and support systems.
- The outlines of a comprehensive student success program have emerged through the development of the Division and the Enhanced Self-Study process.

#### **V. Future Role of Development Institute**

For the year, 2001-2002, a workscope has been prepared for Development Institute which in Part A proposes to continue the roles in technology leadership and management, support for strategic planning and the comprehensive planning system, support for the national articulation and transfer network, and support for the initiatives of the Chancellor's office. In Part B, it is proposed to continue the roles in the Enhanced Self-Study project and the strengthening of the college's efforts to improve student success with a primary emphasis on the transitions underway in the Student Development Division.



**SCOPE OF WORK  
FOR  
DEVELOPMENT INSTITUTE, INC.  
AT  
CITY COLLEGE OF SAN FRANCISCO  
DURING  
JULY 1, 2001 TO JUNE 30, 2002**

**Summary**

This agreement reflects the scope of work planned and assigned by the Chancellor of City College of San Francisco to Development Institute, Inc. for the duration of the period indicated. Additional tasks may be assigned by the Chancellor as needed and appropriate.

**Scope of Work**

The scope of work described below is to be carried out under the direct supervision of the Chancellor of City College of San Francisco. For some aspects of this workscope, direction shall also be provided by the appropriate senior administrator of the college.

The scope of work consists of objectives to be accomplished and specific tasks to be carried out. It is the intention of the scope of work that the contractor will be responsible to carry out the tasks and ensure that the objectives are accomplished through regular communication with the Chancellor and the applicable senior administrator regarding progress, needed support for accomplishment, and review and modification of objectives and tasks when needed.

Deliverables have been identified for all objectives except Part A, 5-6, for which the deliverables cannot be identified in advance. The activities under Part A below are to be carried out by Dr. Denton Crews. The activities under Part B below are to be carried out by Dr. Katherine German.

**Part A: Objectives and Tasks**

1. To provide technical leadership and management support for college-wide *technology and telecommunications systems* development

**Tasks:**

- a) Facilitate leadership team meetings and supervise senior level staff for the management of ITS
- b) Provide oversight for coordination, development, and implementation of the college wide network and related network administrative activities development
  - i) Campus wiring projects
  - ii) Inter-campus connectivity solution
- c) Review and oversee coordination, development, and overall implementation for the SCT-Banner project
  - i) Web products
  - ii) Upgrade to 5.0
  - iii) Imaging
  - iv) Increased functionality of modules

- v) Network appliances and applications
- d) Review and oversee planning, coordination, development, and overall implementation for academic technology development
  - i) Institutionalization of the Educational Technology Office and integrated academic technology components
  - ii) Enhancements to labs, classrooms, equipment, software, services, etc.
  - iii) Expansion of distance learning, video, and web-based instruction
- e) Develop and implement new comprehensive technology plan
- f) Continue developing and maintaining a shared-governance structure for coordination and policy-development for information technology at CCSF
- g) Develop a plan for improved telephone services at CCSF and the organizational location for these services, implementing the results as appropriate
  - i) Assess PBX versus Centrix
  - ii) Assess Voice-over-IP
- h) Prepare operational plans for technology projects funded under the new bond initiative
- i) Review and develop a process for managing and producing internal and external MIS reports

**Deliverables:**

- Personnel structure fully operationalized with Management Team as executive leadership body (all positions/titles/jobs aligned with revised organizational chart)
- New senior level management positions filled
- Banner Web-version implemented
- Network infrastructure on schedule for campus connectivity and deployment
- Technology plan completed
- Telephone plan completed

2. To document and institutionalize the *integrated planning and budgeting system* at CCSF

**Tasks:**

- a) Develop and implement a comprehensive guide for the integrated planning and budgeting system
- b) Assist in implementing the process for assessing institutional progress and performance indicators in concert with the Planning and Budgeting Council
- c) Assist in planning and implementing the new mid-year and end-of-year progress review process

**Deliverables:**

- Comprehensive Planning Guide completed
- One cycle of assessment system completed

3. To assist the Chancellor in the development and implementation of the National Articulation and Transfer Network, with particular emphasis on the technology infrastructure for the project

**Tasks:**

- a) Develop organizational and governance plans
- b) Assist in preparing proposals for funding, as needed
- c) Assist in the development and implementation of a web-based technology support system in concern with other parties

**Deliverables:**

- Proposals prepared and funded
- Web-based software and hosting site operational

4. To assist the Chancellor in all aspects of a **strategic planning process** for CCSF leading to the production of a Strategic Plan for 2002-2007

**Tasks:**

- a) Develop process for assessment of mission and vision, the gathering of environmental data and other research components
- b) Develop and assist in facilitating the planning of strategic directions and outcomes
- c) Develop and assist in facilitating the completion of the draft plan and the review process among the various stakeholders and constituencies

**Deliverables:**

- Strategic planning process designed and documented
- Strategic planning sessions facilitated and report completed
- First draft of strategic plan completed

5. To undertake *special assignments* for Chancellor, included but not limited to the following
  - a) Provide assistance in developing and maintaining an effective cabinet support structure and communications among administrators of the college
  - b) Provide assistance in reviewing and enhancing administrative practices at CCSF, including organizing and implementing of studies of business practices
  - c) Provide assistance in reviewing and identifying cost-effective opportunities at CCSF
6. To provide assistance in research and preparation of *special reports* for the Chancellor of the College
  - a) Provide support of the Chancellor's external and internal responsibilities as requested
  - b) Prepare materials for the Chancellor as requested

**Part B: Objectives and Tasks**

1. To provide assistance and oversight for the development and implementation of the *Enhanced Self-Study* (ESS) process, jointly sponsored by the Academic Senate and the Planning Budgeting Council under the direction of the Chancellor, leading to performance outcomes identified for student development, including retention rates, transfer rates, goal completion rates, graduation rates, and student satisfaction



**Tasks:**

- a) Assist with the design and oversight for the enhanced self-study process
- b) Facilitate the coordination of work groups engaged in the study process
- c) Facilitate the generation and processing of recommendations derived from the process
- d) Facilitate the follow-up and implementation process for recommendations
- e) Implement communication activities as appropriate
- f) Ensure the completion of reports for the project

**Deliverables:**

- Review, planning, and assessment sessions facilitated
- ESS study process completed
- ESS report prepared with recommendations for implementation

2. To provide counterpart leadership and **support for the Vice Chancellor** of Student Development during the year of transition involving the planning and enhancement activities for all major components of Student Development

**Tasks:**

- a) Assist in developing enhancement procedures for coordinating and managing the Student Development area
- b) Meet with the Vice Chancellor to identify critical issues in Student Development for resolution and follow-up with recommendations

**Deliverables:**

- Enhancement procedures designed and documented
- Identified issues and recommendations documented
- Assessment of impact completed

3. To assist with the implementation of a *student success program* derived from the Educational Planning Process and the Enhanced Self-Study and resulting in specific improvements in student development

**Tasks:**

- a) Review all available reports and plans reflecting student achievement, persistence, and completion with academic and student development leadership
- b) Facilitate the identification of major areas for improvement within the educational program
- d) Provide technical assistance for the redesign and restructuring of selected components of the educational program to ensure quality improvement
- e) Assist in the preparation of a Title III application, as appropriate

**Deliverables:**

- Process for review and implementation of recommendations for improvement documented
- Redesign and restructuring of selected components accomplished and documented
- Assessment of impact completed



## Agreement

The consultants are expected to be present on campus regularly to meet with the Chancellor, meet with and work with counterparts, participate in meetings, provide leadership and facilitation for tasks, prepare materials and reports, and perform related tasks. The consultants are also expected to allocate time when not on campus for research and preparation to carry out tasks and complete reports, confer by telephone and other means, and follow up with campus personnel to ensure coordination and implementation of tasks and accomplishment of objectives.

The contract for the above services is between City College of San Francisco and Development Institute, Inc. The policy for payment of fees and expenses of the consultant are contained in the attached document, *Rates and Invoicing Policy, Development Institute, Inc. (7-1-01)*.

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City College of San Francisco

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Development Institute, Inc.

Revised: 6-17-01

Mason Tillman Associates, Ltd.





## **Overview of the M/W/LBE Program Tasks and SLBE Program Implementation (June 2000 – June 2001)**

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Since the inception of the Minority, Women, and Local Business Enterprise (M/W/LBE) Program, Mason Tillman Associates has performed several major tasks to contain the cost and enhance the role of contract compliance at the San Francisco Community College District (District). Specifically, Mason Tillman Associates has provided services to the District in the operational and administrative areas of contract compliance, goal setting, pre-award compliance, monthly utilization reporting, database development, community outreach, and Web site development.

Mason Tillman has made three major contributions this year that provided considerable cost savings to the District:

- 1. Transition to the Small Local Business Enterprise (SLBE) program without public controversy or backlash from the minority and women-owned business community.**

In April 2001, the District adopted its Small Local Business Enterprise Program replacing the M/W/LBE Program suspended in December 2000. During this policy transition, Mason Tillman provided the District with legal consultation, policy research, community outreach and program development. Under Mason Tillman's stewardship the transition to the SLBE program proceeded without any public relations controversy. The cost savings in averting public backlash are considerable particularly given the intangible value of the District's reputation and goodwill within its community.

- 2. Management of "thorny" Good Faith Effort reviews without project delays or lawsuits.**

As a result of Mason Tillman's careful management of the pre-award compliance review the District awarded five contracts this past year with four good faith effort reviews and there were no legal challenges arising out of these decisions.

- 3. Development of a contracting Web site to manage information and promote the District's bond measure funded contracting.**





The contracting website is designed to ensure that contracting opportunities resulting from the Proposition A bonds remains accessible to the San Francisco business community. The website also reduces staff time in fielding individual queries by posting announcements, information, regulations, and documentation regarding District contracting. Finally the Web site demonstrates the District's continued commitment to diversity.

## **A. M/W/LBE Program Tasks**

### **1. M/W/LBE Subcontracting goals**

In the role of Contract Compliance Consultant, Mason Tillman Associates has worked with District project managers, architects and estimators to determine goals for each contract. Goal setting involves the following steps:

- a. The subcontractable items of work for a given project must be identified.
- b. The percentage of subcontractable items relative to the entire project must be determined.
- c. The availability of subcontractors specializing in the specific items of work must be determined.

Mason Tillman Associates then determines the availability of Minority and Women-owned Business Enterprises (M/WBE) relative to the subcontractable items of a project, and calculates the M/WBE goals.

Contract specific goal setting is required in order to ensure that the race-based remedy is narrowly tailored in accordance with the legal standard established by *Crosson*.

Accurate calculation of goals requires the continuous updating of M/WBE databases through telephone and fax surveying, Internet and archival research. Current availability lists are essential for establishing legally defensible goals.

The standard of narrow tailored, project specific goals is highly recommended under the SLBE program.



## **2. Pre-Award Compliance**

The M/W/LBE Program required a thorough "front end" monitoring of compliance. Bidders and proposers must submit documentation demonstrating that they have either met the M/WBE subcontracting goals or made a good faith effort. These reviews entail verifying the M/WBE participation and certification of each of the 40 subcontractors listed on the five construction contracts awarded under the M/W/LBE program since June 2000.

In addition, Mason Tillman Associates reviewed the M/W/LBE certifications for the 11 proposers for the Proposition A Bonds As-Needed Construction Managers Project. There were no sub-consultant opportunities in the project and therefore there are no M/W/LBE sub-consultant goals. In accordance with the M/W/LBE policy, there were evaluation credits given to M/W/LBE firms.

When M/WBE goals are not met, the prime contractor is required to submit proof of his/her good faith effort to meet the goals. The verification of the good faith efforts requires reviewing the contractors' provided records and verifying their accuracy. Good faith effort statements were reviewed on four of the five of the construction bids. Subcontractors that prime contractors claimed to have solicited or negotiated with were contacted. Trade publications were contacted to verify the advertisement dates. Bids were reviewed to ensure that prime contractors negotiated in good faith. A summary of the findings of the investigation and supporting documentation were prepared and provided to the District, not only as a matter of record, but in response to possible bid protest.

Mason Tillman Associates personnel have attended pre-bid meetings to brief prime contractors on the M/W/LBE Program requirements and goals, and to answer questions.

## **3. Monthly Reporting**

An important element of the M/W/LBE Program is continuous and comprehensive monitoring. To that end Mason Tillman Associates prepares monthly reports to the District summarizing recent and year-to-date contract activity. Mason Tillman

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Oakland, CA 94607  
Tel: (510) 835-9012  
Fax: (510) 835-2647



Associates maintains a database of contracts tracking M/WBE utilization. This database is updated monthly with prime contractor records provided by the District, and Mason Tillman Associates' independent research. Subcontractor payments and participation are verified directly by Mason Tillman Associates. Although M/W/LBE program reporting was suspended, Mason Tillman has maintained the reporting database, and provided utilization statistics periodically to District staff for informational purposes.

#### ***4. Database Development***

Mason Tillman Associates has adapted the database designed for its other projects in order to track District contracts, M/WBE availability and outreach in a relational database. This database not only tracks all district contracts, including vendors, award amounts, payment and payment sources, but automatically sets M/WBE subcontracting goals. This database was designed to be as user-friendly as possible in anticipation of the end user having limited database training. If the District opts to use Mason Tillman's database, it would make the transition for a staff Contract Compliance Officer seamless, in that many of the functions of the position will be automated.





Microsoft Access

File Edit View Insert Format Records Tools Window Help

CONTRACT TRACKING SYSTEM

SEARCH: 420609

Contr No: 420609 1 Date: 3/30/00 Res Num: 000330-B10 Industry: CONSTRUCTION

Desc: Cloud Hall Window Replacement Status: ONGOING

Prime Contractors Subcontractors Note Summary

Prime: MTA001 Seq: 1 NAME: Architectural Systems Corp.

Contract Prime Modification Amount				Contract Prime Payment Amount	
Date	Resolution No	Amount	Date	Amount	
3/30/00		(\$430,000.00)	12/9/00	\$146,655.00	
12/30/99		\$0.00	8/30/00	\$136,260.00	
			10/9/00	\$92,884.50	
Total Modification Amount: (\$430,000.00)			Total Payment Amount: \$375,799.50		

Fund	Ordn	Acct	Proj	Actv	Reloc	Pct	Date	Amount
						0		\$865,000.00
						0		\$0.00
Total Amount:								\$865,000.00

ADD CONTRACT UNDO DEL Exit

Record: 1 of 18

DocumentCode NUM

Mason Tillman Associates, Ltd.  
1111 Broadway, Suite 2130  
Oakland, CA 94607  
Tel: (510) 835-9012  
Fax: (510) 835-2647





## **5. Community Outreach**

Mason Tillman Associates has conducted outreach to the M/WBE contracting community. Along with the managers of the Office of Facilities Planning, Maintenance and Grounds and the Information and Technology Systems Department, Mason Tillman have conducted a community meeting informing the M/WBE contracting community of the Bond program, the proposed scope of work of upcoming contracts, and anticipated advertisement dates.

The community meeting was held on October 25, 2000. The outreach for this meeting entailed contacting 37 ethnic business organizations and their members via fax and telephone to announce the time and place of the event. Examples of organizations contacted are the Black Chamber of Commerce, Hispanic Community Foundation, U.S Korean Trade Associates, and Asian Capital Incorporated. The contracting community was also informed about the open house by enlisting the help of 34 ethnic media outlets and one newswire service. Announcements of the event were made through print and radio outlets such as El Mensajero (a Hispanic newspaper), Korean Central Daily News, and the San Francisco Associated Press. One hundred-twenty construction contractors and architectural and engineering firms were directly contacted via facsimile, email and telephone, announcing the open house event. Each company was contacted three times: an initial invitation via email or facsimile, a reminder email or facsimile, and reminder phone call 48 hours prior to the event.

## **6. Web Site Development**

Mason Tillman developed a Web site for the District's M/W/LBE Program. Upon suspension of the Program, Mason Tillman Associates has redesigned the site to meet the requirements for the SLBE Program. Prior to producing the final design the Web site was presented to James Kendrix, Chief Financial Officer, David Liggett, Director of Facilities Planning and Construction and John Chen, Management Analyst from the Office of Facilities Planning and Construction. Their comments and requested changes were incorporated in the final Web site.

The Web site was designed with two aspects in mind:



- To provide District staff an easy and efficient virtual means of disseminating information and interacting with the contracting community without the customary disruptions of telephone inquiries. In addition, staff responsible for contract management and payment can respond to common issues (such as bid opening dated, upcoming projects, required forms and prime contractor payments), by posting to the website reducing the necessity for individual telephone or written communication.
- To provide a resource to contractors in a timely, regular and efficient manner.

To that end, Mason Tillman Associates researched contracting and facilities planning and construction Web sites of other academic institutions and public agencies across the State. These sites, listed below, were reviewed for content, layout and aesthetics. It is important to note several of the community college and public agency Web sites serve a public information and public relations function. Therefore the City College contracting Web site has been created to provide a low cost means of information dissemination and as demonstration to local business community the District's commitment to providing opportunity the community using its Proposition A Bond funds.

<b>Community College Contracting Websites</b>	
▪ College of the Redwoods	<a href="http://www.redwoods.cc.ca.us/MAIN/Construction/lrc/index.htm">http://www.redwoods.cc.ca.us/MAIN/Construction/lrc/index.htm</a>
▪ San Jose/Evergreen Community College District Office of Facilities Planning	<a href="http://www.sjeccd.cc.ca.us/07dist.htm">http://www.sjeccd.cc.ca.us/07dist.htm</a>
▪ Los Angeles City College Compliance Office	<a href="http://www.lacc.cc.ca.us/resource/complianceoffice">www.lacc.cc.ca.us/resource/complianceoffice</a>
▪ The Foothill/De Anza Community College District's Bond Measure E site	<a href="http://www.fh.fhda.edu/district/measureE/ehome.html">www.fh.fhda.edu/district/measureE/ehome.html</a>
▪	
<b>Bay Area Local Government Contracting Web Sites</b>	
▪ Alameda County General Services Agency	<a href="http://www.co.alameda.ca.us/gsaBidContent/bids.htm?cat=purchasing">http://www.co.alameda.ca.us/gsaBidContent/bids.htm?cat=purchasing</a>
▪ The East Bay Municipal Utility District Contract Equity Program	<a href="http://www.ebmud.com/working/workmain.html">http://www.ebmud.com/working/workmain.html</a>
▪ San Francisco Human Rights Commission	<a href="http://www.ci.sf.ca.us/sfhumanrights/directory/directory.htm">www.ci.sf.ca.us/sfhumanrights/directory/directory.htm</a>
▪ San Francisco Bay Area Rapid Transit District Office of Civil Rights	<a href="http://www.bart.gov/business/ocr/index.htm">www.bart.gov/business/ocr/index.htm</a>
▪ The Port of Oakland Equal Opportunity Program	



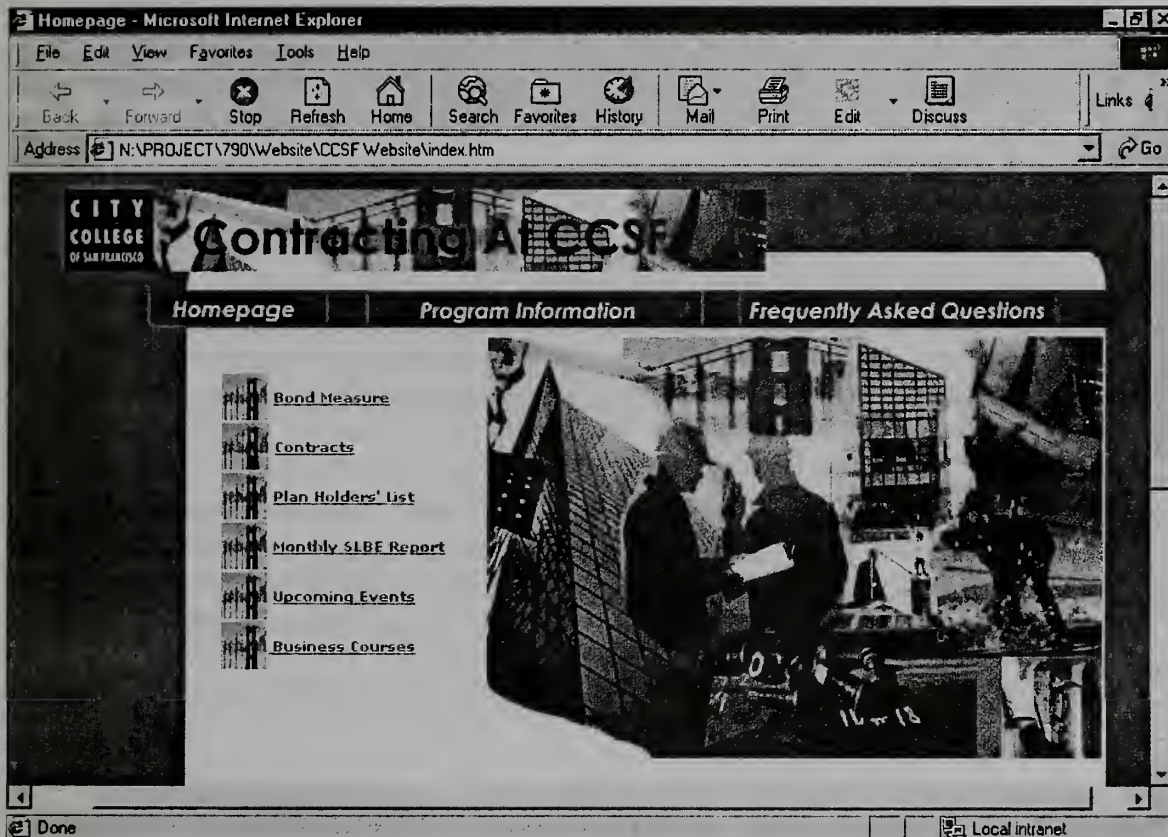
<a href="http://www.portofoakland.com/business/equal.html">www.portofoakland.com/business/equal.html</a>
<b>Other Contracting and General Web Sites</b>
▪ University of California, Berkeley Office of Capital Projects <a href="http://www.pdc.Berkeley.edu">www.pdc.Berkeley.edu</a>
▪ City of Los Angeles, Bids, RFP & RFQ Page <a href="http://www.ci.la.ca.us/lacity7.htm">http://www.ci.la.ca.us/lacity7.htm</a>
▪ Saddleback Community College <a href="http://www.saddleback.cc.ca.us/">http://www.saddleback.cc.ca.us/</a>
▪ Irvine Valley Community College <a href="http://www.ivc.cc.ca.us/">http://www.ivc.cc.ca.us/</a>

Outlined below are the next steps for the Web site launch. Upon final District approval of the Web site and the SLBE policy, the site can be uploaded to the District's [www.ccsf.org](http://www.ccsf.org) Web site.

- a. Conduct an email promotion of the Web site to local contractors
- b. Develop and distribute press releases to trade publications and business organizations.
- c. Establish a link from the City of San Francisco's Purchasing Web page.

Concurrent with the Web site launch, there will be public informational meetings with the contracting community about the new SLBE program.





## 7. Program Consultation

Mason Tillman Associates has provided the District with research and program enhancement as requested by the District. Those activities included the following:

- Assisting in developing the job description and in the hiring process for a contract compliance officer.
- Comparing the San Francisco Human Rights Commission certification requirements with the District to allow the District to use City professional services.
- Analyzing African American contractor utilization pre & post the M/W/LBE program as requested by the Board of Trustees

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## **B. SLBE Program Task**

### **1. Legal Consulting**

In November 2000, the California Supreme Court handed down its decision in the *High Voltage Wire Works v The City of San Jose* case. Mason Tillman evaluated the precedents of the case in advising the District how to minimize exposure to costly litigation.

Throughout the SLBE program development process, Mason Tillman has conducted the necessary legal research to determine what policies are permissible under the California Public Contract Code and the California Constitution Article one Section 31. Mason Tillman has assisted in planning and conducting executive and trustee briefings on these matters.

### **2. Policy Research**

There were several details of the District's contracting that were examined prior to transition to the SLBE program.

- The review of the under \$15,000 contract awards that had been increased through contract modifications
- The review of the standards used in awarding contracts under \$15,000
- The preparation of a separate availability for prime and subcontractors
- The comparison of the current availability of prime and subcontractors to their current utilization

Once these questions were answered Mason Tillman proceeded to conduct research of race and gender-neutral business enterprise program in the San Francisco Bay Area to identify best management practices for the District to implement. The research covered race/gender-neutral contracting programs of four agencies:

- The Alameda County Small, Local and Emerging Business (SLEB) Program
- The East Bay Municipal Utility District's (EBMUD) Contract Equity Program



- The Port of Oakland's (the Port) Non-Discrimination and Small Local Business Utilization Policy
- The City of Oakland's (Oakland) Local/Small Local Business Enterprise (L/SLBE) Program

The City of San Francisco Human Rights Commission's (HRC) Minority and Women Local Business Enterprise (M/W/LBE) Program was also reviewed. Although HRC has a race/gender-conscious program, there is a size restriction for certification. To be certified by HRC, a business must be economically disadvantaged, which is determined by annual gross revenues for specific industries. This contingency is similar to the requirements for small business certification in the aforementioned race/gender neutral programs. Furthermore standards from State of California's Small Business Program and the US Small Business Administration were examined. Information on these programs was gathered from agencies' web sites and staff interviews.

In concurrence with the BMP research Mason Tillman Associates developed a profile small businesses in the San Francisco market area. This research included analyzing the capacity of firms utilized by the District, federal and State economic data research and conducting a survey of San Francisco businesses.



Average Survey Response				
Industry	Number of personnel	Average annual billing	Percentage subconsultant fees	Percentage materials & equipment
Architecture	7	\$796,538	9%	6%
Construction	37	\$6,000,000	20%	25%
Construction Management	30	\$2,333,333	15%	3%
Engineering	21	\$2,555,556	19%	7%

This research determined that small local businesses are firms that are likely to meet the local business criteria for the San Francisco Human Rights Commission (HRC). This finding allowed the District to maintain HRC certification as the standard and therefore avoid the additional cost of certifying firms or the contentious problems associated with contractor self-certification.

### **3. Community Outreach**

Mason Tillman identified key stakeholders from the San Francisco M/WBE contractor community for consultation about the District's shift to the SLBE Program. Mason Tillman coordinated several meetings, presenting research findings, soliciting input and building consensus for the District's SLBE program.

### **4. Program Development**

Mason Tillman revised the M/W/LBE policy, and the procedural documents, for the SLBE program. Mason Tillman Associates met with staff from the Office Facility Planning and Construction to ensure that policy and procedures reflected the everyday realities of District contracting. This approach to policy development not only ensures creating procedures that are clear and effective, but ensures understanding and approval of the staff charged with the implementation and enforcement. Because policy and procedure was developed in coordination with staff, training time and cost are reduced.

Mason Tillman Associates, Ltd.  
1111 Broadway, Suite 2130  
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## **Scope of Work for July 2001 – June 2002**

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Mason Tillman Associates will provide services to the District in the implementation of its Small Local Business Enterprise Program (SLBE) and the Web Site designed for CCSF to make the program accessible to the community. Also, services will be provided to assist CCSF in implementing data collection system for projects.

### **Planned Tasks for FY 2001-2002:**

- 1. Implementation of the Small Local Business Enterprise (SLBE) program.**
- 2. Implementation of the Web site to manage information and promote the District's bond measure funded contracting.**
- 3. Implementation of a data collection system specifically designed for CCSF.**





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## Strategic Education Services



June 13, 2001

**MEMORANDUM**

TO: Dr. Phillip Day  
Chancellor  
City College of San Francisco

FM: Bill Chavez  
Steve Rhoads  
Dale F. Shimasaki, Ph.D.

RE: End of Year Report

I want to thank you and City College of San Francisco for once again giving Strategic Education Services (SES) the opportunity to represent the district as its lobbyist for the past year. SES is strongly committed to promoting the interests of City College and its commitment to educating students in the City and County of San Francisco.

Although the district's fiscal year ends on June 30<sup>th</sup>, the legislative session does not conclude until September 14<sup>th</sup> with the deadline for the Governor to sign or veto bills on October 14<sup>th</sup>. Further, the deliberations have not yet concluded for the upcoming 2001-02 budget. Towards that end, my "end of year" report will not be in synch with the final decisions on the budget and legislation.

However, it is fair to say that the deliberations in this session to date have been productive for the community colleges, particularly in light of the state's energy crisis, softening of the state's economy and leveling off of state revenues. As one who has witnessed many state budgets in times of fiscal stress, both the legislature and the administration have been doing its best to maintain strong levels of support for the system. Although the outcomes have not been finalized, it is clear that the concerns of community college are being heard.

SES will continue to work with the legislature and the administration through the session to promote and protect the interests of City College.

There are many issues which are addressed in the legislative session. To date, SES has tracked at least 66 bills relating to City College, not including amendments and advocated numerous changes to the budget for City College. The *major* issues within legislation and the budget that SES has helped City College on include:

**Support Issues:**

- Protecting the funding base for community colleges. Although funding for community colleges are under Proposition 98, the energy crisis and the soft economy makes all state and local government agencies vulnerable to cuts in the budget. Although the Senate and Assembly versions of the budget do not make



any baseline cuts to the budget as of this writing, SES is continuing to monitor the status of the budget intensely. We will keep the district informed of all developments in this arena and do everything possible to ensure the budget baseline and funding for new initiatives are protected.

- Revising the part-time faculty funding formula. Since last Fall, SES has worked with the Administration on compensation issues for part-time faculty. The Governor's Budget provides \$62 million in support for increasing compensation for part-time faculty. SES worked with the Administration and the Governor in creating language that would ensure City College could participate in the program. Had the language not been modified, City College was at risk of losing up to \$2.13 million in funding.
- Energy Cost Assistance. SES worked on providing support to defray high energy costs in the district. The Governor's May Revision to the Budget included \$49 million for energy assistance in two areas: 1) help districts pay for higher energy costs and 2) encourage districts to improve energy efficiency. Although this support is deeply appreciated, the Senate version of the budget contains language requiring the distribution of the funds through an allocation mechanism developed by the State Public Utilities Commission (PUC). SES is working to strike that language and instead support the Assembly version which distributes the funds on a per FTES basis. Should the Senate language prevail, City College is at risk of losing up to \$1.685 million in funds.
- Shops and Warehouse Building. SES worked with the Assembly Budget Committee and the Senate Budget Committee in ensuring support for shops and warehouse building. The budget contains \$106,000 in equipment support for this project.
- Partnership for Funding (PFE) COLA. The Senate version of the budget contains a cost-of-living adjustment (COLA) for the PFE program. If this is adopted and accepted by the Governor, it could provide an additional \$400,000 to the district.
- Noncredit Funding Initiative. SES continues to provide support, advocacy, and advice on reforming the noncredit funding formulas for the community colleges. This is a continuing effort that is initiated through Chancellor Day's leadership. His efforts have been critical in keeping this issue on the radar screen at the State Board of Governors, the Administration and the Legislature.

#### **Capital Outlay Issues:**

- Chinatown/North Beach Campus. In collaboration with the Chancellor, SES is working to secure the initial phases of funding (\$1.334 million) for the Chinatown/North Beach campus. This project was not included in the original pipeline of projects proposed by the Department of Finance for this year, but they are approved for funding should a subsequent bond be adopted. There are 30 other community college projects which are in the same situation as this one. SES is working with the legislature to accelerate the funding for this project.

- Mission Campus. Planning funds for the Mission campus were provided last year. However, the planning costs were \$1.1 million, \$200,000 more than what was provided last year. SES is working to secure the balance of funding City College was entitled to receive.
- SB 611 (Speier). SES has worked with both the district and Senator Jackie Speier's office in crafting legislation providing funding for a \$20 million joint partnership classroom building for use by City College and San Francisco State University. The legislation is in the Senate Education Committee and the state support for \$495,000 in planning funds is contained in a member's request by both Senator Speier and Senator Burton.
- AB 16 (Hertzberg) SES has been working with other education groups to put an education general obligation bond on the March 2002 ballot. One major issue is the distribution of bond proceeds among the segments of postsecondary education. The last bond distributed funds equally between UC, CSU and the community colleges. This distribution, however, hurts the community colleges as their enrollments are 3 times higher than that of UC and CSU. SES and community college advocates are working to ensure a larger share of funds for this bond.

**Scope of Work  
2001-02 Year**

Strategic Education Services looks forward to work with City College of San Francisco in the upcoming year. As you know, SES brings over 70 years of cumulative experience working with state government and education issues for its clients. The firm's team of advocates and legislative analysts provide services ranging from complex fiscal analysis of the annual budget to legislative advocacy and strategic planning.

For the upcoming year, SES will provide the following array of services for City College:

- Protect the funding base for City College of San Francisco
- Ensure City College receives a fair share of capital outlay funds from the state's higher education bond program
- Maintain strong communication with the San Francisco legislative delegation on issues affecting City College of San Francisco
- Continue efforts to reform the funding mechanism for noncredit programs
- Continue efforts to provide financial support for the City College/San Francisco State University Partnership/classroom building
- Monitor budget committee and the appropriations committee hearings to ensure maximum funding opportunities for City College.
- Work with the Governor's Office, the Legislature, State Chancellor's Office, the Governor's Office of Education, the Department of Finance, the Office of the Legislative Analyst, the California Postsecondary Education Commission, the Board of Equalization and other state agencies on issues affecting City College of San Francisco.





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 28, 2001

B4

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

**Subject: CAPITAL OUTLAY**  
**Authorization to Award Construction Contract -**  
**(Resolution No. 010628-B4)**

## BACKGROUND INFORMATION:

*Project: Science Hall Electrical Upgrade, Phase II*  
(bidding in progress, bid due on 06/20/2001)

The District received several qualified bid proposals from Contractors. The District wishes to contract with the lowest responsible bidder \_\_\_\_\_ for the project: Science Hall Electrical Upgrade, Phase II. This project is for contractor to provide labor and material to upgrade the building's electrical distribution system to support the technology upgrade project. Scope of work includes new sub-panels, electrical and teledata distribution system into classrooms, laboratories and offices, and hazardous materials abatement.

The project is funded by the Prop A General Obligation fund and State Scheduled Maintenance Program fund.

## RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with the lowest responsible bidder \_\_\_\_\_ for the project: Science Hall Electrical Upgrade, Phase II, to be completed on or before \_\_\_\_\_, at a cost of not to exceed \$ \_\_\_\_\_, and

## RECOMMENDATION:

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator  
W/ David Liggett

06/28/01 – B4 page 1

### BOARD OF TRUSTEES

DR. NATALIE BERG, PRESIDENT • RODEL E. RODIS, VICE PRESIDENT • JOHNNIE L. CARTER, JR.  
DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE  
DR. PHILIP R. DAY, JR., CHANCELLOR

076





DATE: June 28, 2001

B5

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: CAPITAL OUTLAY  
Authorization for NINE ( 9 ) Contract Modification(s) totaling \$63,032.59 for Special Services  
Contract(s) and Construction Contract(s)  
(Resolution No. 010628-B5)

BACKGROUND INFORMATION:

ORIGINAL RESOLUTION NUMBER	GRANTOR/ CONTRACTOR	ORIGINAL CONTRACT AMOUNT	PREVIOUS CONTRACT MODIFICATION(S) AMOUNT	REQUESTED CONTRACT MODIFICATION AMOUNT	NEW CONTRACT AMOUNT	COMMENTS
A 000831-B6 Early Childhood Mentoring Facility	KodamaDiseno Architects Asian, MBE LBE (Project Architect)	\$30,000	\$9,325	CM #03 - \$5,400	\$44,725	Project Budget: \$318,785 Project Encumb & Pay't To Date (Include This Contract Modification): \$284,441.56  Additional design services in relationship to the site development work
B 010426-B5 Early Childhood Mentoring Facility	A. Ruiz Construction Co. & Assoc. Inc., (General Contractor)	\$118,750	\$12,185	CM #02 - \$3,977.95	\$134,912.95	Project Budget: \$318,785 Project Encumb & Pay't To Date (Include This Contract Modification): \$288,419.51  Change Order work: \$2,703.75 for electrical conduit needed for the Fire Alarm and telephone line: \$1,274 for increase to ramp required by DSA.
C 010531-F104 Early Childhood Mentoring Facility	Inspection Consultants, Inc., (Construction Material Testing & Inspection)	\$2,000	\$0	CM #01 - \$1,147.50	\$3,147.50	Project Budget: \$318,785 Project Encumb & Pay't To Date (Include This Contract Modification): \$289,567.01  Special testing services as required by DSA for the earthwork

ORIGINAL RESOLUTION NUMBER	GRANTOR/ CONTRACTOR	ORIGINAL CONTRACT AMOUNT	PREVIOUS CONTRACT MODIFICATION(S) AMOUNT	REQUESTED CONTRACT MODIFICATION AMOUNT	NEW CONTRACT AMOUNT	COMMENTS
D 010426-FIO3 Early Childhood Mentoring Facility	Pacific Auxiliary Fire Alarm Co., (Fire Alarm Installer)	\$5,556	\$0	CM #01 - \$581	\$6,137	Project Budget: \$318,785 Project Encumb & Pay't To Date (Include This Contract Modification): \$290,148.01 \$481 for sales tax, \$100 for signage as required by DSA
E 991028-B2 Historic Preservation-Colombo Building, Chinatown/NB Campus	Page & Turnbull (Historic Preservation Architect)	\$16,090	\$0	CM #01 - \$15,000	\$31,090	Project Budget: \$40,000 Project Encumb & Pay't To Date (Include This Contract Modification): \$31,090
F 010329-B6 Downtown Campus Building Entry Air Doors	NEMA Construction (General Contractor)	\$29,840	\$0	CM #01 - \$954.50	\$30,794.50	Detail survey of Colombo Building Project Budget: \$38,600 Project Encumb & Pay't To Date (Include This Contract Modification): \$31,748.50
G 990624-B11 Central Shops & Warehouse Facility	Transworld Construction, Inc., (General Contractor)	\$3,768,000	\$275,025.95	CM #09 - \$26,318.13	\$4,069,344.08	Change Order work \$954.50 for raising the air door units to align with mullion joint Project Budget: \$4,982,120 Project Encumb & Pay't To Date (Include This Contract Modification): \$4,762,281.58
H 010426-B10 North Gym Dance Studio Painting	Baca & Sons Painting (Painting Contractor)	\$24,500	\$0	CM #01 - \$1,200	\$25,700	Change Order #09 for 23 items Project Budget: \$56,700 Project Encumb & Pay't To Date (Include This Contract Modification): \$25,857.47
I 000831-B12 Cloud Hall Computer Lab Electrical Upgrade	LC Electric, Inc., (Electrical Contractor)	\$43,000	\$0	CM #01 - \$8,453.51	\$51,453.51	Change Order #01 for additional painting of four (4) existing air registers Project Budget: \$60,000 Project Encumb & Pay't To Date (Include This Contract Modification): \$56,603.51
			Total	\$63,032.59		Change Order #01 for providing one 125 amp, 3-phase disconnect switch.

**RECOMMENDATION:**

**RESOLVED:**

That the Board authorizes the specified modifications to the resolutions as indicated in the table, and

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator  
W/ David Liggett







# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 28, 2001 **B6**  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Chancellor

**SUBJECT: GRANTS**

**Authorization to submit an application and appropriate all funds receivable with California Department of Education (Resolution No. 010628-B6)**

**BACKGROUND INFORMATION:**

The California Department of Education has requested grant applications for supplementary services in ongoing adult education programs. The California State Plan for Adult Education and Literacy as approved by the California State Board of Education and the U.S. Department of Education and pursuant to the Workforce Investment Act of 1998, Title II, Adult Education and Family Literacy Act (AEFLA), Section 231, Supplemental Funding, (P.L. 105-220), authorizes supplemental funding for Adult Basic Education (ABE), English as a Second Language (ESL), and ESL Citizenship Programs. The Teachers Resource Center wishes to submit a grant application to the California Department of Education for Title II AEFLA funding.

Beginning July 1, 2001, program funding will be based solely on improvements in students' test scores. A program-maintained database will record students' test scores and calculate the number of attained funding benchmarks. The required data collection and testing will be funded through this grant. Additional available funds may be used for an array of services, such as the Teachers Resource Center and Library, staff development activities, curriculum development, purchase of instructional materials and other related items, conference travel, and auxiliary staff and improvement projects.

**RECOMMENDATION:**

RESOLVED: That authorization be hereby given to submit an application for ABE, ESL, and ESL Citizenship Programs, and appropriate all funds receivable upon approval by the California Department of Education, under the Workforce Investment Act, Title II, Adult Education and Family Literacy Act, Section 231, (P.L. 105-220), for the period July 1, 2001 to June 30, 2002, for a total not to exceed \$650,000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Gary Tom, Originator  
With Teresa Pon



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 28, 2001

B7

TO: Board of Trustees

FROM: Dr. Philip R. Day, Chancellor

**SUBJECT: GRANT**

**Approval to appropriate funds received from the  
Chancellor's Office, California Community Colleges,  
Allocation for Articulation  
(Resolution No. 010628-B7)**

**BACKGROUND INFORMATION:**

The State of California Budget Act of 1999 included money to support the transfer and articulation of community college students to four-year colleges and universities. In March, the Board of Governors of the California Community Colleges approved a Budget Change Proposal that provides an additional one-time allocation of \$17,129 for each community college to be used specifically for articulation.

These funds are designed to support staff development in articulation policies and procedures, as well as help increase the number and quality of articulation agreements with four-year colleges and universities. It is anticipated that the allocation will be received in the June appropriations; monies can be expended during the two-year period from July 1, 2001 to June 30, 2003.

**Income**

Chancellor's Office, California Community Colleges Allocation	<u>\$17,129</u>
Total:	\$17,129

**Expenditures**

Faculty Salaries and Benefits	\$11,000
Classified Salaries and Benefits	3,500
Supplies/Materials	629
Other Operating Expenses (Travel)	<u>2,000</u>
Total:	\$17,129



**RECOMMENDATION:**

RESOLVED: That authorization be given to appropriate all funds receivable for the Articulation Allocation for the period of July 1, 2001 to June 30, 2003 for a total not to exceed \$17,129, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Administration and Finance and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Brian Ellison, Originator  
With Deanna Abma



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 28, 2001 **B8**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: GRANTS**  
**Authorization to subcontract funds to 70 California Community Colleges including City College of San Francisco (Resolution No. 010628-B8)**

## BACKGROUND INFORMATION:

The CCSF Early Childhood Mentoring program wishes to establish sub-contracts for up to \$25,000 for each academic year, with 70 community colleges including City College of San Francisco in California to provide the following services: coordinating and offering an adult supervision course and seminars for mentors and directors; coordination and development of mentoring programs; honoraria for faculty working with the college mentoring program; books and other instructional materials for mentors; and printing and copying mentor materials.

The Early Childhood Mentoring program has five objectives:

1. To assist trained and experienced early childhood caregivers and directors to become Mentors.
2. To allow students better access to high quality supervised teaching experiences.
3. To allow less-experienced center directors access to the knowledge and insight of "veteran" directors.
4. To increase awareness in the community on issues related to quality.
5. To involve the community college with others in the community to improve standards of quality.

The CCSF Early Childhood Mentoring program will enter into two-semester agreements with 70 California Community Colleges including City College of San Francisco for the period August 1, 2001 through June 30, 2002. A list of the participating community colleges is available from the Chancellor's office for review and is available at the Board meeting.

The total cost of the subcontracts will be up to \$1,725,000. All funding comes from the State Department of Education (see Board Resolution 001116-B16).

**RECOMMENDATION:**

RESOLVED: That authorization be hereby given to subcontract with 70 California community colleges including City College of San Francisco for activities related to the Early Childhood Mentoring Program, for the period of August 1, 2001 through June 30 2002 in the amount not to exceed \$1,725,000. The list of colleges is on file with the Secretary of the Board by this reference is incorporated into this resolution, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 28, 2001

**B9**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: GRANT**  
**Approval of Special Services Contract with**  
**Leonard Finocchio, PhD (Public Health)**  
**(Resolution No. 010628-B9)**

## BACKGROUND INFORMATION:

On February 22, 2001, The Board of Trustees approved the authorization of funds to establish Welcome Back – a program to assist foreign born health care professionals return to jobs in the health field. A principal goal of the first year of Welcome Back is the development of curriculum for a series of seminars entitled "Introduction to the U.S. Health Care System". To achieve this goal Welcome Back wishes to enter into an Agreement for Special Services with Dr. Leonard Finocchio.

Dr. Finocchio's degree is in the field of Public Health. He currently teaches a course on The Introduction to the U.S. Health Care System at San Francisco State University. He is also affiliated with UCSF Medical Center. Dr. Finocchio will research, develop and produce five instructional modules for Welcome Back. The five modules will be developed in PowerPoint for use by Welcome Back faculty. They will provide the general framework for teaching about the U.S. Health Care System to Welcome Back students.

The total contract cost is \$11,050. All services will be conducted from July 1, 2001 to February 28, 2002. Funding for the contract is from the Welcome Back/California Endowment grant. No matching funds are required.

## RECOMMENDATION:

**RESOLVED:** That authorization be given to contract with Leonard Finocchio, PhD (Public Health) to develop five modules on an introduction to the U.S. Health Care System for a cost not to exceed \$11,050, for the period July 1, 2001 to February 28, 2002, and

06/28/01 – B9 page 1

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DR. PHILIP R. DAY, JR., CHANCELLOR



FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the district to effectuate this resolution.

Linda Squires Grohe, Originator



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 28, 2001 **B10**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: AUTHORIZATION TO SUBMIT & APPROPRIATE FUNDS**  
**(Resolution No. 010628-B10)**

## BACKGROUND INFORMATION:

This resolution requests authorization to submit an application and appropriate all funds allocated by the San Francisco Board of Supervisors through the San Francisco Department of Public Health, AIDS Prevention Unit and City college of San Francisco Student health Services and Project SAFE CTR/PNR Program. The projected MOU/RFP is for a total of \$45,600 for Citywide Training for individuals who do client-centered counseling at counseling, testing, and disclosure sites and need to complete the state mandated training when they are initially employed as well as the annual continuing education trainings after that first year. The time period involved is from January 1, 2002 to December 31, 2002. Changes in the HIV epidemic have motivated the SFDPH HIV Prevention Unit to change its funding priorities and cycle.

No general fund monies from the District are required as matching funds.

## Proposed Budget:

### Income

San Francisco Department of Public Health, AIDS Prevention Unit \$45,600

### Expenditures:

Salaries and Benefits	\$41,276
Supplies and Materials	2,500
Indirect Costs	<u>1,824</u>
Total	\$45,600

**RECOMMENDATION:**

RESOLVED: That authorization be given to submit an application and appropriate all funds allocated by the San Francisco Board of Supervisors and the San Francisco Department of Public Health, AIDS Prevention Unit to the City College Student Health Services to provide credit training course for CTR/PNR counselors city wide. The time period involved is from January 1, 2002 to December 31, 2002 and a proposed income of \$45,600, and

FURTHER BE IT RESOLVED: that the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Frank Chong, Originator



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 28, 2001

B11

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: GRANT**

**Authorization to (1) submit an application to the California State Chancellor's Office for funds and (2) appropriate all funds receivable. (Resolution No. 010628-B11)**

**BACKGROUND INFORMATION:**

The Office of Vocational Education requests authorization to submit an application and appropriate funds for a total of \$85,904 from the California Community Colleges Chancellor's Office through the State of California Workforce Development Instructional Equipment Grant. Funds will be used to acquire technology to assist in the improvement of the Computer Information Science Network Certificate Program. Cisco Systems will provide an in-kind industry match in the form of a discount for \$44,800. CCSF has as its goal improvement in the areas of course success, certificate or degree completion, and job placement and retention.

No additional space will be required. City College of San Francisco will be the fiscal agent.

**Income**

Chancellor's Office California Community Colleges	\$ 85,904
Total Income	\$130,704

**Expenditures**

Chancellor's Office California Community College	
Other Operating Expenses	\$ 3,000
Capital Outlay	79,600
Indirect Costs	3,304
Subtotal Expenditures	\$85,904

06/28/01 – B11 page 1

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DR. PHILIP R. DAY, JR., CHANCELLOR



Total Expenditures

\$130,704

**RECOMMENDATION:**

RESOLVED: That authorization be hereby given to (1) submit an application for funds and (2) appropriate all funds receivable upon approval by Chancellor's Office California Community Colleges, VTEA I-C Funding, July 1, 2001 to June 30, 2002, not to exceed \$85,904.00, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Phyllis McGuire, Originator



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 28, 2001

**B12**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: GRANT**

**Approval of Special Services Contract  
(Resolution N. 010628-B12)**

## **BACKGROUND INFORMATION:**

The School of Applied Science and Technology requests to host a weeklong DACUM (Developing a Curriculum) facilitator Training Institute provided by the Center on Education and Training for Employment of the Ohio State University. As host, 11 faculty and one colleague from Bio-Link will be trained and certified as qualified DACUM facilitators. Six DACUM job analysis charts will be completed, which shall include: Manufacturing in Fermentation; Geriatric Health Aide; Advanced Electronics Technology; Teacher Prep; Field Technicians in Intelligent Transportation Systems; Ergonomic Training. Workers from these industries will be invited to participate as the expert panels. The goal of this process is to align instructional outcomes with industry. The amount of the contract is not to exceed \$16,335. Funding: VTEA (121508-7173-5190-6750-S).

## **RECOMENDATION:**

**RESOLVED:** That authorization is hereby given to contract with the Center on Education and Training for Employment of the Ohio State University to provide a DACUM facilitator Training Institute for City College of San Francisco faculty on June 18,2001-June 22, 2001 and for an amount not to exceed \$16,335,and

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Phyllis McGuire, Originator



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# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 28, 2001

**B13**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: GRANT:**

**Authorization to Renew Existing Grant  
(Resolution No. 010628 – B13)**

## **BACKGROUND INFORMATION:**

Authorization to submit an application and appropriate all funds related to a grant from the California Community Colleges Chancellor's Office, to develop the Learn to Earn More program. This project beginning its second year will help increase the number of students who successfully transfer from ESL and ABE to vocational programs by 1) developing a SCANS driven curriculum, 2) designing and testing a professional development program for ESL and ABE instructors and counselors, 3) improving marketing of vocational programs to students, and 4) providing supplemental services such as academic, career, and personal counseling, orientation sessions, mentor ships, and opportunities to visit work places. The following CCSF departments and programs will be involved with the project; ESL, Adult Basic Education, Construction and Graphic Communications, (digital + offset printing), and the noncredit food service program. The total of the grant is \$166,667 for the period July 1, 2001 to June 30, 2002.

There is a \$222,242 in-kind match. City College of San Francisco is the fiscal agent.

## **Income:**

Chancellor's Office California Community Colleges	\$166,667
In-kind Match	<u>\$166,804</u>
Total	\$333,471



**Expenditures:**

Academic Salaries	\$105,578
Classified Salaries	12,150
Employee Benefits	23,829
Supplies and Materials	1,200
Other Operating Expenses	17,500
Indirect Costs @ 4%	<u>6,410</u>
Subtotal Expenditure	\$ 166,667

**In-Kind Expenditures**

Employee Salaries and Benefits	\$ 40,438
Supplies/Materials	36,000
Other Operating Expenses	16,000
Capital Outlay	20,000
Other Outgo	47,950
Total Indirect @4%	<u>6,416</u>
Subtotal In-Kind Expenditures	\$ 166,804
Total Expenditures	\$ 333,471

**RECOMMENDATION:**

RESOLVED: That authorization be hereby given to (1) submit a renewal application for funds and (2) appropriate all funds receivable upon approval by Chancellor's Office California Community Colleges, Office of Economic Development for a grant to continue The Learn To Earn More, for the period July 1, 2001 to June 30, 2002 for a total not to exceed \$166,667, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Phyllis G. McGuire, Originator



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 28, 2001

B14

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: GRANT:**

Approval to (1) submit an application and (2)  
appropriate all funds receivable – CA Community  
Colleges Chancellor's Office  
(Resolution No. 010628 – B14 )

**BACKGROUND INFORMATION:**

This resolution requests authorization to submit an application and to appropriate all funds allocated by the Chancellor's Office of the California Community Colleges for Statewide Special Project Collaborative in Industrial and Technical Education. This one time, one-year grant is designed to establish the development of a railroad science program as part of a newly developing Transportation Academy. Activities will focus on developing best practice models for implementation by faculty at the local level. Through a partnership with railroad companies and other transportation agencies, this project will result in the development of a strategy for outreach and recruitment, curriculum development, student support services and job placement in positions on the railroad. The total of the grant is \$100,000 for the period July 1, 2001 to June 30, 2002.

**Income:**

Chancellor's Office California Community Colleges	\$100,000
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**Expenditures:**

Academic Salaries	\$ 62,800
Classified Salaries	2,504
Employee Benefits	15,550
Supplies and Materials	1,300
Other Operating Expenses	14,000
Indirect Costs @4%	3,846
Totals	<u>\$100,000</u>

**RECOMMENDATION:**

RESOLVED: That authorization be given to submit an application and appropriate all funds receivable upon approval from the California Community Colleges Chancellor's Office, to develop the Statewide Special Project Collaboratives Program for the period of June 30, 2001 to July 30, 2002 in the amount not to exceed \$100,000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Phyllis G. McGuire, Originator



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 28, 2001

**B15**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: GRANT**

**Authorization to (1) submit an application for funds and (2) appropriate all funds receivable. (Resolution No. 010628 – B15)**

## BACKGROUND INFORMATION:

City College of San Francisco will receive VTEA funding (Carl D. Perkins Vocational and Technical Education Act of 1998) via the State Chancellor's Office for the purpose of vocational program improvement. The amount of money to be received is in direct relation to documentation of the number of low-income students enrolled in CCSF vocational programs. Monies are to be spent primarily on curriculum development and instructional delivery (which may include the purchase of updated equipment), student support services, professional development, and partnership development. In return, the college will be held accountable for demonstrating improvement in the areas of course success, certificate or degree completion, job placement and retention, and program participation and completion by students in programs that are nontraditional for their gender.

### Income:

Chancellor's Office California Community Colleges	\$1,239,245
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### Expenditures:

City College of San Francisco  
(VTEA Title I-C Funds)

Academic Salaries	\$ 170,323
Classified Salaries	287,744
Employee Benefits	73,057
Supplies and Materials	19,381
Other Operating Expenses	130,365
Capital Outlay	558,375
Total	\$1,239,245

06/28/01 – B15 page 1

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DR. PHILIP R. DAY, JR., CHANCELLOR



**RECOMMENDATION:**

RESOLVED: That authorization be hereby given to (1) submit an application for funds and (2) appropriate all funds receivable upon approval by Chancellor's Office California Community Colleges, VTEA I-C Funding, July 1, 2001 to June 30, 2002, not to exceed \$1,239,245, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Phyllis McGuire, Originator



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 28, 2001

**B16**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: GRANTS**

**Authorization to (1) Renew Existing Grant and to Submit An Application for the Competitive Grant for the Center of Excellence and (2) to appropriate all funds receivable. (Resolution No: 010628-B16)**

**BACKGROUND INFORMATION:**

In June 2000, the California Community Colleges Chancellor's Office awarded Economic Development Grant Funding to the Office of Contract Education for operating one of the nine Centers of Excellence (COE) in the State of California. The objective of the COE is to position the San Francisco Bay region community colleges to obtain a larger market share of the outsourced training by connecting businesses with the colleges. COE delivers regional marketing and performance assessments that link the appropriate training solutions to the employers' business goals. COE also provides coaching to Contract Education practitioners in order to increase the colleges' capacity to deliver performance-based training and services to employers.

The State Chancellor's Office is moving into a new multi-year contract process effective July 1, 2001. City College's COE has to submit a renewal application for FY 01-02 and a 5-year competitive application starting in FY02-03. Grant amount is \$178,875 per year.

The total project costs and the sources of funding are as follows:

	<u>FY01-02</u>	<u>FY02-03</u>
<u>Income from State Chancellor's Office</u>		
Economic Development Funds	\$178,875	\$178,875
<u>Expenditures:</u>		
Academic Salaries	\$ 80,600	\$ 79,600
Classified Salaries	31,800	33,100
Employee Benefits	22,600	22,800
Supplies and Materials	795	495
Consultant Services	30,000	30,000
Other Operating Expenses and Services	6,200	6,000
Indirect Costs	<u>6,880</u>	<u>6,880</u>
	\$178,875	\$178,875

In-kind matching funds of \$178,875 per year for FY01-02 and FY02-03 are in the form of the Dean and program staff's salaries, fringes, facility usage and resource materials. No cash match is required.

#### **RECOMMENDATION:**

RESOLVED: That authorization hereby be given to: 1) to submit a renewal and a competitive grant application for funds, and 2) to appropriate all funds receivable upon approval by the California Community Colleges Chancellor's Office of Economic Development Funds for the Center of Excellence for the period July 1, 2001 to June 30, 2002, and July 1, 2002 to June 30, 2003, for an amount not to exceed \$178,875 per year, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Judy Teng, Originator



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 28, 2001

B17

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: GRANT**

**(1) Approval of Training Contract with the San Francisco Hotels Partnership Project and (2) the appropriation of all funds receivable. (Resolution No: 010628-B17)**

**BACKGROUND INFORMATION:**

On February 24, 2000 the Board approved Resolution 000224-B17 authorizing the Office of Contract Education to enter into a training contract with the San Francisco Hotels Partnership Project (SFHPP). The purpose of the SFHPP is to develop a working partnership between labor and management that addresses the rapid changes and demands of the hospitality industry. Contract Education's role is to provide project coordination, classroom instruction, translations and training materials.

Contract Education has successfully carried out the year-one program objectives. As a result, Contract Education has negotiated the second year contract with the SFHPP for a total of \$194,828 for the period July 1, 2001 to June 30, 2002.

The Project Budget is summarized as follow:

Income

SF Hotels Partnership Project Training Contract	\$194,828
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Expenditures:

Academic Salaries and Benefits	\$120,715
Consultant Services	27,500
Training Materials	2,500
Travel and Conferences	4,000
Indirect Cost	40,113
	<u>\$194,828</u>

The funds for the contract are from the SFHPP Training Contract. No district match is required.



**RECOMMENDATION:**

RESOLVED: That authorization be hereby given to (1) to contract with the San Francisco Hotels Partnership Project to provide the coordination and training program for the period of July 1, 2001 to June 30, 2002, at a total of \$194,828 and (2) to appropriate all funds receivable, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Judy Teng, Originator



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 28, 2001

**B18**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: GRANT**

**Approval of Special Services Contract with Arthur P. Curry  
(Resolution No. 010628-B18)**

## **BACKGROUND INFORMATION:**

On June 22, 2000, the Board approved Resolution No. 000622-B25 authorizing the Office of Contract Education to submit an application and appropriate all funds receivable upon approval from the California Community Colleges Chancellor's Office under the Job Development Incentive Fund (JDIF) for a two-year period. Funding for Year 1 covering period from July 1, 2000 to August 31, 2001 is \$293,280, for Year 2 covering period from September 1, 2001 to August 31, 2002 is \$298,480. The purpose of the JDIF Grants is to provide skills upgrade training to low income employees and provide technical assistance to employers in the manufacturing industries.

In order to implement some project objectives, Contract Education needs to supplement internal faculty and staff services with external consultation services. On August 31, 2000, the Board approved Resolution 000831-B17 authorizing Contract Education to retain the special services of Mr. Arthur P. Curry to carry out some of the grant's first year objectives.

Mr. Arthur has successfully carried out all the first year contractual objectives. Contract Education wishes to continue Mr. Arthur P. Curry's special services for fulfilling the JDIF Grant's second year objectives. He will: 1) conduct one train-the trainer seminar on "Site Assessments and Proposal Development for Academia" for the purpose of building internal capacity; 2) provide technical assistance to businesses; and 3) serve as the external compliance monitor as required by JDIF. The special services will be for 400 hours, conducted from July 1, 2001 to June 30, 2002, at a rate of \$75 per hour, for a total cost not to exceed \$30,000.

Funding for the special service contract is from the JDIF Grant. No district match is required.

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DR. PHILIP R. DAY, JR., CHANCELLOR

**RECOMMENDATION:**

RESOLVED: That authorization hereby be given to contract with Arthur P. Curry for providing the JDIF Grant specialized services at a rate of \$75 per hour for a total cost not to exceed \$30,000, for the period of July 1, 2001 to June 30, 2002, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Judy Teng, Originator



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 28, 2001

B19

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: GRANTS**

**Authorization to (1) Renew Existing Grant for the Workplace Learning Resource Center and (2) to appropriate all funds receivable.  
(Resolution No: 010628-B19)**

**BACKGROUND INFORMATION:**

For the last six years, the California Community Colleges Chancellor's Office has awarded Economic Development Grant Funding to the Office of Contract Education for operating the Workplace Learning Resource Center (WpLRC). The purpose of the WpLRC is to serve as a regional center for local businesses, government agencies, and community-based organizations to assist them in improving employees' workplace literacy skills. Services include conducting job task analysis, developing customized curriculum, offering on-site training in VESL, Basic Skills and Team Building.

The Renewal Application of the WpLRC is for Fiscal Years 01-02 and 02-03 for \$178,875 per year.

The total project costs and the sources of funding are as follows:

	<u>FY01-02</u>	<u>FY02-03</u>
<u>Income from State Chancellor's Office</u>		
Economic Development Funds	\$178,875	\$178,875
<u>Expenditures:</u>		
Academic Salaries	\$ 68,960	\$ 64,900
Classified Salaries	74,800	77,800
Employee Benefits	25,000	26,500
Supplies and Materials	735	295
Other Operating Expenses and Services	2,500	2,500
Indirect Costs	<u>6,880</u>	<u>6,880</u>
	\$178,875	\$178,875



In-kind matching funds of \$178,875 per year for FY01-02 and FY02-03 are in the form of the Dean and program staffs' salaries, fringes, facility usage and resource materials. No cash match is required.

**RECOMMENDATION:**

RESOLVED: That authorization hereby be given to: 1) to submit a renewal application for funds, and 2) to appropriate all funds receivable upon approval by the California Community Colleges Chancellor's Office of Economic Development Funds for the Workplace Learning Resource Center for the periods July 1, 2001 to June 30, 2002, and July 1, 2002 to June 30, 2003, for an amount not to exceed \$178,875 per year, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Judy Teng, Originator



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239 3000

DATE: June 28, 2001  
TO: Board of Trustees  
FROM: Dr. Philip R. Day, Jr., Chancellor

B20

**SUBJECT: GRANTS**

**Approval to submit a renewal application and accept funds received – National Science Foundation  
(Resolution No. 010628-B20)**

**BACKGROUND INFORMATION:**

Board Resolution 971120-B8 authorized the establishment of Bio-Link to enhance and expand biotechnology technician programs throughout the nation, with National Center staffed by CCSF. The Bio-Link project seeks to increase the number and diversity of well-trained technicians in the workforce and to meet the needs of biotechnology industry. Furthermore, to institutionalize community college educational practices that makes modern, high-quality education in the concept, skills and ethics of biotechnology available to all students. The total of the grant request was \$4,983,072 for the time period of August 1, 1998 to July 31, 2003. The amount of \$2,999,995 has been awarded by the National Science Foundation (NSF) and expires August 31, 2001 with the option of a no-cost one year extension.

This resolution requests authorization to submit a renewal application and appropriate all funds related to a grant from NSF for the Bio-Link Center for \$2,000,001 beginning September 1, 2001 through August 31, 2004 with the option of a one year extension. This resolution will allow to accept an additional \$16,924 in funds and extend the time period by one year, until August 31, 2004. This resolution will also allow to reallocate the budget for the upcoming three fiscal years.

There is no additional space required. There is a \$280,000 cash match required over three years. City College of San Francisco is the fiscal agent. Alamance Community College, Austin Community College, Madison Area Technical College, New Hampshire Community Technical College, San Diego City College, and Seattle Central Community College are our partners.

	Fourth Year <u>9/1/01-8/31/02</u>	Fifth Year <u>9/1/02-8/31/03</u>	Sixth Year <u>9/1/03-8/31/04</u>
<u>Income</u>			
NSF	\$815,325	\$802,375	\$382,301
Cash Match	<u>35,000</u>	<u>70,000</u>	<u>175,000</u>
Total	\$850,325	\$872,375	\$557,301

<u>Expenditure</u>			
Salaries and Benefits	\$167,980	\$226,529	\$118,948
Supplies and Materials	3,710	5,823	30
Other Operating Expenses	59,386	52,932	271
Other Outgoing (Sub-recipient)	506,978	412,888	208,336
Total Indirect	<u>77,271</u>	<u>104,203</u>	<u>54,716</u>
Subtotal Expenditures	\$ 815,325	\$802,375	\$382,301

	<u>Fourth Year</u>	<u>Fifth Year</u>	<u>Sixth Year</u>
<u>Cash Match Expenditure</u>	<u>9/1/01-8/31/02</u>	<u>9/1/02-8/31/03</u>	<u>9/1/03-8/31/04</u>
Supplies and Materials	0	0	11,900
Other Operating Expenses	<u>35,000</u>	<u>70,000</u>	<u>163,100</u>
Subtotal Cash Match Expenditures	\$ 35,000	\$ 70,000	\$175,000
Subtotal Expenditures	\$815,325	\$802,375	\$382,301
Subtotal Cash Match Expenditures	<u>35,000</u>	<u>70,000</u>	<u>175,000</u>
Total Expenditures	\$850,325	\$872,375	\$557,301

#### RECOMMENDATION:

RESOLVED: That authorization be given to submit a renewal application and appropriate all funds receivable upon approval from the National Science Foundation related to the Bio-Link grant for the period of September 1, 2001 to August 31, 2004, with the option of a one year extension, in the amount not to exceed \$16,924, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Robert Gabriner, Originator

Date: June 28, 2001

B21

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

Subject: Authorization to modify existing Grants totaling \$21,304  
(Resolution No. 010628-B21)

<u>ORIGINAL RESOLUTION NUMBER</u>	<u>GRANTOR/ CONTRACTOR</u>	<u>CONTRACT DATE</u>	<u>ORIGINAL TOTAL AMOUNT</u>	<u>CHANGE</u>	<u>NEW TOTAL NOT TO EXCEED</u>	<u>COMMENTS, ORIGINATOR</u>
A 010531-B22	Children Council of San Francisco	OPEN	\$234,467	+\$3,000	\$237,467	+\$3,000 increase will be used for conducting child development credit classes. Originator: Sandra Handler
B 001026-B6	Low Income Housing Fund	6/30/01	\$44,000	Extend duration of grant from fiscal year 2000-2001 to fiscal year 2001-2002	N/A	Extend duration of grant due to building issues of the new John Adams Child Development Center Originator: Sandra Handler
C 000622-B22	US Dept. of Education - (Writing Success Project)	July 1, 2000- June 30, 2001	\$277,576	Sept. 1, 2000 - Aug. 31, 2001	\$277,576	Dates in the original B resolution were incorrect. Originator: Robert Gabriner
D 000928-B5F	California Technology and Commerce Agency	Jan 1, 2001- Dec. 31, 2001	\$241,507	+\$18,304	\$259,811	+\$18,304 increase is carried over from last year's budget and is added to this year budget. Originator: Steven Glick
				<b>TOTAL</b>	<b>\$21,304</b>	



**RECOMMENDATION:**

RESOLVED: That the Board authorizes the specified amendment to the Resolution as indicated in the table, and  
FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their  
designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 28, 2001  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor

**B22**

**SUBJECT: GRANTS**

**Authorization to submit an Application &  
Appropriate funds.  
(Resolution No. 010628-B22 )**

**BACKGROUND INFORMATION:**

Since the academic year 1998-1999, there has been a memorandum of understanding (MOU) between the San Francisco Department of Public Health, AIDS Prevention Unit and City College of San Francisco Project SAFE/Student Health Services. The MOU has been for \$35,000 during the past three years. It has provided funding for free confidential HIV oral antibody counseling, testing, and referral as well as partner notification and referral (CTR/PNR) for students and staff and their partners, as well as the training of student peer counselors to do client-centered, behavioral-change, risk reduction counseling. Last year we were notified by fax of funding for two years, however, changes in the HIV epidemic have motivated the SFDPH HIV Prevention Unit to modify its funding priorities and cycle. Therefore, we are reapplying for this MOU with some budget modifications to cover increases in salaries, and classified staff fringe benefits for July 1, 2001-2002.

No general fund monies from the District are required as matching funds.

**RECOMMENDATION:**

**RESOLVED:** That authorization be hereby given for an MOU application which will be made for HIV prevention funds to continue the Project SAFE HIV CTR/PNR service to students as well as the peer counseling program. Furthermore, that the authorization is hereby given to appropriate all funds allocated by the San Francisco Board of Supervisors and the San Francisco Department of Public Health, AIDS Prevention Unit to the City College Student Health Services to augment the Project SAFE service and training program, and

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the district to effectuate this resolution.

Frank Chong, Originator  
06/28/01 – B22 page 1

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# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 28, 2001 **B23**  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: GRANTS**

**Authorization to submit an application and appropriate all funds related to the renewal of a grant from the California Community Colleges Chancellor's Office for the Northern California Biotechnology Center (NCBC) (Resolution No. 010628-B23)**

**BACKGROUND INFORMATION:**

This resolution requests authorization to submit an application and appropriate all funds related to the renewal of the grant from the California Community Colleges Chancellor's Office for the "Northern California Biotechnology Center" (NCBC). The NCBC is a partnership of ten community colleges that addresses the needs of community college biotechnology programs in the greater Bay Area. The Center leverages resources that help increase the quality of education for biotechnology students, accelerate the development of individual college programs, and influence the development of well-educated, science-literate, associate degree level students who are qualified entry-level workers. The NCBC also serves as a liaison to industry. The funds will be used to cover coordination of the projects, clerical assistance, employee benefits, supplies, consultants, faculty honoraria, web maintenance, evaluation, and sub-contracts to the partner community colleges. The CCSF Biology and Chemistry Departments, the Biotechnology and the Bio-Link programs at CCSF will be involved with the project. The total of the grant is \$357,750 for the period of July 1, 2001 to June 30, 2003.

No additional space is required. There is a \$403,308 in-kind match required. City College of San Francisco is the fiscal agent. The following colleges are our partners: College of Marin, College of San Mateo, Contra Costa College, Foothill/DeAnza College, Laney College, Las Positas College, Ohlone College, Solano College, and Skyline College.

06/28/01 – B23 page 1

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	<u>Year 1</u> 7/1/01-6/30/02	<u>Year 2</u> 7/1/02-6/30/03
<u>Income</u>		
California Community Colleges, State Chancellor's Office	\$ 178,875	\$ 178,875
In-Kind Match	<u>201,654</u>	<u>201,654</u>
Total	\$ 380,529	\$ 380,529
<u>Expenditures</u>		
Salaries and Benefits	\$ 68,469	\$ 68,469
Supplies and Materials	692	692
Other Operating Expenses	43,400	43,400
Capital Outlay	1,934	1,934
Other Outgo	57,500	57,500
Indirect Cost @ 4%	<u>6,880</u>	<u>6,880</u>
Subtotal Expenditures	\$ 178,875	\$ 178,875
<u>In-Kind Expenditures</u>		
Salaries and Benefits	\$ 22,398	\$ 22,398
Supplies and Materials	1,500	1,500
Other Operating Expenses	29,520	29,520
Capital Outlay	14,903	14,903
Other Outgo (From Bio-Link Program)	<u>133,333</u>	<u>133,333</u>
Subtotal In-Kind Expenditures	\$ 201,654	\$ 201,654
Subtotal Expenditures	\$ 380,529	\$ 380,529

#### **RECOMMENDATION:**

RESOLVED: That authorization be hereby given to submit an application and appropriate all funds receivable upon approval from the California Community Colleges Chancellor's Office for the renewal of the grant for the Northern California Biotechnology Center, for the period of July 1, 2001 until June 30, 2003 in the amount not to exceed \$357,750, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Robert Gabriner, Originator

06/28/01 – B23 page 2



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 28, 2001

**B24**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: GRANTS**

**Authorization to submit an application and appropriate all funds related to the renewal of a grant from the California Community Colleges Chancellor's Office for the Regional Health Occupations Resource Center (RHORC)  
(Resolution No. 010628-B24)**

**BACKGROUND INFORMATION:**

This resolution requests authorization to submit an application and appropriate all funds related to the renewal of a grant from the California Community Colleges Chancellor's Office for the Regional Health Occupations Resource Center (RHORC), which is located at CCSF. The RHORC will continue to meet the emerging health care work force training and education needs by establishing partnerships between public and private sector health care employers, local government agencies, and community colleges. The center's activities include facilitation of information sharing and networking, curricula development and dissemination, customized training, faculty training in performance based training and leveraging of resources. The funds requested will be used for existing RHORC staff members, hiring new staff for administrative and office support, and activities that support statewide and local RHORC objectives such as the annual RHORC Regional Conference, dissemination materials, and regional and state travel. The CCSF Departments of Health Science and Health Care Technologies are involved with the program. The total of the grant is \$178,874 for the period of July 1, 2001 to June 30, 2002.

No additional space is required. There is a \$189,840 in-kind match required. City College of San Francisco is the fiscal agent. San Francisco State University and Statewide Regional Health Occupational Resource Centers are our partners.

Income

California Community Colleges, State Chancellor's Office	\$ 178,874
In-Kind Match	<u>41,500</u>
Total	\$ 220,374

Expenditures

Supplies/Materials	\$ 5,279
Sub-recipient expenditures (SFSU)	166,715
Indirect @ 4%	<u>6,880</u>
Total	\$ 178,874

In-Kind Expenditures

Salaries and Benefits	\$ 34,000
Other Outgo	<u>7,500</u>
Subtotal In-Kind Expenditures	\$ 41,500

Total Expenditure	\$ 220,374
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**Recommendation:**

RESOLVED: That authorization be given to submit an application and appropriate all funds receivable upon approval from the California Community Colleges Chancellor's Office for the renewal of the grant for the Regional Health Occupations Resource Center, for the period of July 1, 2001 until June 30, 2002 in the amount not to exceed \$178,874, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Robert Gabriner, Originator





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239 3000

DATE: June 28, 2001

B25

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: GRANTS**

**Authorization to submit an application and appropriate all funds related to the renewal of a grant from the Chancellor's Office of the California Community Colleges for the Teacher: San Francisco Grant (Resolution No. 010628-B25)**

**BACKGROUND INFORMATION:**

This resolution requests authorization to submit an application and appropriate funds related to the renewal of a grant from the Chancellor's Office of the California Community Colleges with supplemental AmeriCorps funding for the Teacher Prep Center. This grant is designed to recruit, advise and support students interested in obtaining teaching credentials in California. It allows CCSF to develop a teacher preparation program that is articulated with San Francisco State University and the San Francisco Unified School District. It provides CCSF students with opportunities to assist elementary school students with their reading skills. The Child Development and Family Studies Department in cooperation with the English Department as appropriate, and the Counseling, CDPC, and EOPS Departments at CCSF will be involved. The total of the grant is \$350,000.

There is a \$90,702 in-kind match required. City College of San Francisco is the fiscal agent. The San Francisco Unified School District and San Francisco State University are our partners.

06/28/01 – B25 page 1

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DR. PHILIP R. DAY, JR., CHANCELLOR



Income

California Community Colleges, Chancellor's Office	\$ 350,000
CCSF In-Kind Match	<u>90,702</u>
Total	\$ 440,702

Expenditures

Salaries and Benefits	\$ 280,238
Supplies and materials	14,640
Other Operating Expenses and Services	22,160
Capital Outlay	3,500
Other Outgo	16,000
Indirect at 4%	<u>13,462</u>
Total	\$ 350,000

<u>In-Kind Match</u>	<u>\$ 90,702</u>
TOTAL	\$ 440,702

**RECOMMENDATION:**

RESOLVED: That authorization be given to submit an application and appropriate all funds receivable upon approval from the California Community Colleges, Chancellor's Office for a renewal of the grant Teach: San Francisco for the period of July 1, 2001 until June 30, 2002 in the amount not to exceed \$350,000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Robert Gabriner, Originator



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 28, 2001

B26

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: GRANTS**

**Approval to submit an application and accept funds received - CA. Community Colleges, Chancellor's Office (Resolution No. 010628-B26)**

**BACKGROUND INFORMATION:**

This resolution requests authorization to submit an application and appropriate all funds related to a grant from the California Community Colleges Chancellor's Office for Promoting Success in Elementary Algebra. The Center for Student Success of City College of San Francisco will join forces with the Algebra Pathways Task Force, a consortium of community college mathematics instructors in ten community colleges, to identify and disseminate effective teaching practices of elementary algebra. Currently, the success rate within the California community colleges in elementary algebra classes averages 46%. This grant aims to increase the success rates for students in elementary algebra, a gateway course for students seeking both transfer and occupational goals.

The Center for Student Success is a consortium of forty community colleges led by City College of San Francisco. The Center's mission is to identify best practices and disseminate those practices throughout the community colleges.

The total of the grant is \$130,000 for the period of July 1, 2001, to June 30, 2002. No additional physical space is required. There is a \$2,040 in-kind match required which will pay for the project administrator. City College of San Francisco is the fiscal agent.

Income

CA Chancellor's Office	\$130,000
In-kind	<u>2,040</u>
Total	\$132,040

Expenditures

Other Operating Expenses	
(Project Coordinator, 10 Co-coordinators, Travel and Web Designer)	\$125,000
Indirect @4%	<u>5,000</u>
Subtotal Expenditures	\$130,000
 Subtotal Expenditures	 \$130,000
Subtotal In-kind Expenditures	<u>2,040</u>
Total Expenditures	\$132,040

**RECOMMENDATION:**

RESOLVED: That authorization be given to submit an application and appropriate all funds receivable upon approval from the California Community Colleges Chancellor's Office related to the grant Promoting Success in Elementary Algebra for the period of July 1, 2001, to June 30, 2002, in the amount not to exceed \$130,000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Robert Gabriner, Originator



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 28, 2001  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor

**B27**

**SUBJECT: GRANTS**  
**Sub-Recipient Contracts**  
**Approval of Sub-Recipient Contracts**  
**(Resolution No. 010628-B27)**

## BACKGROUND INFORMATION:

This resolution requests authorization to approve sub-recipient contracts and disburse the sub-award amounts to the Regional Centers through the Bio-Link Center. The Bio-Link Center was established with Board Resolution No 971120-B8 to create a structure to enhance and expand biotechnology technician programs throughout the nation. To be effective at the national level, the Bio-Link Center, staffed by CCSF and housed at UCSF, was authorized to work with Regional Centers. The Regional Centers are all sub-recipients of the National Science Foundation Grant that funds the Bio-Link Center. The following Regional Centers participate in the program: New Hampshire Community Technical College, Madison Area Technical College, Austin Community College, Seattle Central Community College, San Diego City College, Alamance Community College and the Northern California Biotechnology Center at City College of San Francisco. This resolution asks for the approval of sub-recipient contracts for the time period of September 1, 2001 through August 31, 2004 in the total not to exceed \$1,128,172.

<u>Income</u>	<u>Fourth Year</u> <u>9/1/01-8/31/02</u>	<u>Fifth Year</u> <u>9/1/02-8/31/03</u>	<u>Sixth Year</u> <u>9/1/03-8/31/04</u>
NSF	\$ 506,977	\$412,875	\$208,320
<u>Expenditure (Subcontract)</u>			
Alamance Community College	\$67,980	\$226,529	\$118,948
Austin Community College	98,666	44,861	16,059
Madison Area Technical College	81,572	102,001	66,001
New Hampshire Community Tech. College	119,005	121,922	37,249
Northern California Biotech. Center	28,300	21,300	11,300
San Diego City College	70,000	50,000	30,000
Seattle Central Community College	<u>45,725</u>	<u>28,553</u>	<u>23,153</u>
Total	\$ 506,977	\$412,875	\$208,320

06/28/01 – B27 page 1

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**RECOMMENDATION:**

RESOLVED: That authorization be hereby given to sub-contact with each of the above-mentioned sub-recipients to perform their approved action plans for the time period of September 1, 2001 through August 31, 2004 in the total not to exceed \$1,128,172, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Robert Gabriner, Originator



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 28, 2001 **C1**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: EQUIPMENT, SUPPLIES & SERVICES**  
**Procurement of Equipment, Supplies,**  
**Services, Etc., less than \$3,000**  
**(Resolution No. 010628-C1)**

## BACKGROUND INFORMATION:

Listed below is a summary of purchases for equipment, supplies, and services in individual amounts of less than \$3,000. Investigation indicates that they are necessary for the support of District operations, and therefore are recommended for approval by the Board of Trustees. It is certified that the items summarized below are in accord with the Board of Trustees policy and that funds are available to cover payment.

## RECOMMENDATION:

**RESOLVED:** That approval be and is hereby given for the procurement of the equipment, supplies, services, etc., totaling \$ 485,287.80 individual amounts of less than \$3,000 not heretofore approved as summarized and detailed below:

Direct Payments	\$ 58,747.79
Purchase Orders	393,011.59
Travel/Mileage	<u>33,528.42</u>
GRAND TOTAL:	\$ 485,287.80

James Kendrix, Originator

06/28/01 - C1 page 1

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DR. PHILIP R. DAY, JR., CHANCELLOR





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**Date:** June 28, 2001 **C2**

**To:** Board of Trustees

**From:** Dr. Philip R. Day, Jr., Chancellor

**Subject: EQUIPMENT, SUPPLIES & SERVICES**  
**Procurement of Equipment, Supplies ,**  
**Services, Etc., more than \$3,000**  
**(Resolution No. 010628-C2)**

## BACKGROUND INFORMATION:

The following departmental requests for the purchase of supplies, equipment, and services have been received. Investigation indicates that they are necessary for the support of District operations, and therefore are recommended for approval by the Board of Trustees. It is certified that the items summarized below are in accord with the Board of Trustees policy and that funds are available to cover payment.

## RECOMMENDATION:

**RESOLVED:** That approval be and is hereby given for the procurement of the equipment, supplies, services, as detailed in Attachment "A".

**GRAND TOTAL: \$ 3,778,319.62**

James Kendrix, Originator

06/28/01 - C2 page 1

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DR. PHILIP R. DAY, JR., CHANCELLOR



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Resolution No. 010628-C2  
Attachment A

A	B	C	D	E	F	G	H	I	J
Fund	Orgn	Acct	Prog	Aty	Department	Vendor	Doc #	Amount	Description
1	UPFX	0040	5802	6600	S	Partnership for Excellence	Concilio Creative Group	DP91868	Advertising
2	UPFX	0020	5190	6600	S	Chancellor's Office	Cassidy & Associates	DP87704	Consulting
3	U	0040	5802	6600	S	Public Information	National Print Group	PO91881	Advertising
4	U	0040	5802	6600	S	Public Information	Casey Printing	PO92351	Advertising
5	U	0050	5190	6600	S	Research and Planning	Alison Nordstrom & Associates Inc.	TP00042	Consulting
6	U	2510	5190	6780	S	ITS - General	SCT Software & Resource Mgmt	TP80117A	Consulting
7	U	2510	5640	6780	S	ITS - General	Semans Communication, Inc.	PO95029	Maint'n Repair
8	U	2510	6413	6780	S	ITS - General	SCT Software & Resource Mgmt	TP80117A	Software Fees
9	U	3542	5640	6550	S	M&R - Buildings	Beck Electric Supply	DP95801	Maint'n Repair
10	U	3564	5350	6770	S	Mail Services	U. S. Postmaster	DP81586	Postage
11	U	3569	6414	6770	S	Custodial Services	Building Services Technicians	PO81583	Equipment
12	U	3569	6414	6770	S	Custodial Services	Building Services Technicians	PO81582	Equipment
13	U	4024	4303	6200	S	A&R (Non Credit)	Scantron Corporation	PO70047	Supplies
14	U	4026	6413	6200	S	A & R Dean's Office-Credit	Computerland	PO95169	Supplies
15	U	4900	6414	0800	C	Central Services	Comm-Tech/Coach Comm	DP95297	Equipment
16	U	6126	5350	6450	N	GED/Assessment Center	United States Postal Service	DP92157	Postage
17	U	7232	6434	1900	C	Chemistry	VWR Scientific Products Corp.	PO84372	Equipment
18	U	7421	4302	0500	N	Small Business	Software House International	PO81517	Supplies
19	U	7534	4303	0600	C	Journalism	Howard Quinn Co.	TP78556	Supplies
20	U	7556	4303	4900	C	Tech Mediated Instruction	Fong Brothers Printing, Inc.	PO95900	Supplies
21	U	8840	5350	6010	C	Academic Admin-John Adams	United States Postal Service	DP92157	Postage
22	U	9320	6413	6120	C	Library	Micron Government Computer Sys	PO92584	Equipment
23	U	9342	6413	6110	C	Inst. Res - Audio Visual	CCSF Bookstore	PO81867	Equipment
24	U	9342	6413	6110	C	Inst. Res - Audio Visual	CCSF Bookstore	PO81867	Equipment
25	U	9610	4000	0600	C	Inst Res - Broadcasting	Marketek Video Supply	PO87415	Supplies
26	U	9900	9741	9900	S	Payroll Fund	State Teachers Retirement System	VP5676BI	Retirement
27	U	9900	9741	9900	S	Payroll Fund	State Teachers Retirement System	VP5676BG	Retirement
28	U	9900	9741	9900	S	Payroll Fund	State Teachers Retirement System	VP5676BJ	Retirement
29	U	9900	9741	9900	S	Payroll Fund	State Teachers Retirement System	VP5676BK	Retirement
30	U	9900	9741	9900	S	Payroll Fund	State Teachers Retirement System	VP5676BL	Retirement
31	U	9900	9741	9900	S	Payroll Fund	State Teachers Retirement System	VP5676BM	Retirement
32	U	9900	9741	9900	S	Payroll Fund	State Teachers Retirement System	VP5676BN	Retirement
33	U	9900	9741	9900	S	Payroll Fund	State Teachers Retirement System	VP5676BO	Retirement
34	U	9900	9741	9900	S	Payroll Fund	State Teachers Retirement System	VP5676BP	Retirement
35	U	9900	9741	9900	S	Payroll Fund	State Teachers Retirement System	VP5676BQ	Retirement
36	U	9900	9741	9900	S	Payroll Fund	State Teachers Retirement System	VP5676BR	Retirement





Resolution No. 010628-C2  
Attachment A

	A	B	C	D	E	F	G	H	I	J
37						Total Unrestricted			1,479,539.35	
38										
39										
40	750095	1110	4303	6960	S	CCSF 65th Anniversary	CCSF Hotel & Restaurant Dept.	DP85937	9,308.56	Supplies
41	724002	9230	5902	6820	S	Trust-GED Agency Trust Fees	Department Of Education	DP77921	3,012.00	Testing Services
42	426000	0130	6201	7100	A	Bond Administration	Willdan Associates	DP93678	3,450.00	Capital Outlay
43	421400	8050	6202	7100	R	REN - Temp. Facilities	Pacesetter Industries, Inc	CT70012A	55,811.95	Capital Outlay
44	421400	8050	6202	7100	H	REN - Temp. Facilities	Admond Construction	CT70017B	29,877.10	Capital Outlay
45	42088C	8510	6202	7100	E	ELEC-DTN Contr Ed & Adm R	Coppola West	DP92450	7,700.00	Capital Outlay
46	42068C	8062	6202	7100	R	Ren-Science Hall Room 311	Adolph Schmidt General Contractors	DP93628	12,765.00	Capital Outlay
47	42068C	8062	6202	7100	R	Ren-Science Hall Room 311	Floorcraft	DP93609	3,186.93	Capital Outlay
48	420672	8056	6202	7100	H	SM 00-01 CC Arts Ext. Roof	California Roofing	CT93617	121,558.00	Capital Outlay
49	42063M	8053	6203	7100	H	HS-Cloud Hall Windw Repl-Pll	RGA Environmental, Inc.	DP41098	8,869.25	Capital Outlay
50	42044C	8060	6202	7100	R	North Gym Dance Floor Replc	HY Floor & Gammelne Painting	DP93690	8,375.00	Capital Outlay
51	42040P	8067	6201	7100	H	Library LRC Language Lab	Hirsch, Wright, and Associates	DP87756	3,539.30	Capital Outlay
52	420180	8050	6202	7100	R	HS - Temp. Facilities	Pacesetter Industries, Inc	CT70012A	55,811.94	Capital Outlay
53	420180	8050	6202	7100	H	HS - Temp. Facilities	Admond Construction	CT70017B	29,877.12	Capital Outlay
54	415992	0130	6201	7100	S	Bond 2001 Issuance Prop-Con	Gabewell, Inc.	CT41050A	4,572.87	Capital Outlay
55	412839	0130	6202	7100	S	HZ 97-98#05A Alem Lead Pn	RGA Environmental, Inc.	TP93602	37,686.00	Capital Outlay
56	412733	0130	6202	7100	S	Science Bldg So. Waste Line	RGA Environmental, Inc.	TP93638	3,845.00	Capital Outlay
57	412732	0130	6202	7100	S	Science Bldg No -Replace WL	RGA Environmental, Inc.	TP93638	3,845.00	Capital Outlay
58	412721	4026	4303	6200	S	Telephone Registration	Prestige Graphics, Inc.	PO95179	7,595.69	Supplies
59	412721	4026	5350	6200	S	Telephone Registration	U. S. Postmaster	DP95185	11,200.00	Postage
60	412151	0130	6201	7100	S	Mission Campus Bldg. Prelim	Cervantes Des. Assoc/Kendall Young	CT40903A	492,018.76	Capital Outlay
61	412151	0130	6204	7100	S	Mission Campus Bldg. Prelim	RGA Environmental, Inc.	TP93635	4,950.00	Capital Outlay
62	412051	0130	6201	7100	S	Central Shops and Warehouse	Global Project Management	CT41446A	4,680.00	Capital Outlay
63	412051	0130	6201	7100	S	Central Shops and Warehouse	Adrienne Wong Associates	DP93697	3,000.00	Capital Outlay
64	412051	0130	6202	7100	S	Central Shops and Warehouse	Transworld Construction, Inc.	CT41492B	482,675.04	Capital Outlay
65	412051	0130	6203	7100	S	Central Shops and Warehouse	Global Project Management	CT41446A	15,000.00	Capital Outlay
66	412051	0130	6203	7100	S	Central Shops and Warehouse	Sonitrol	TP41061	9,487.79	Capital Outlay
67	412051	0130	6203	7100	S	Central Shops and Warehouse	AKA Associates	DP93691	4,000.00	Capital Outlay
68	412039	0130	6201	7100	S	PFX-Rpl EOPS Bungalow	PSC Associates, Inc.	TP87757	9,500.00	Capital Outlay
69	213005	7371	5633	6799	S	Child Devl - Grant Fiscal Svcs	Mobile Modular Management Corp.	CT93699	86,032.29	Postage
70	213005	7371	5633	6799	S	Child Devl - Grant Fiscal Svcs	Pacific Auxiliary Fire Alarm Co.	TP93630	5,556.00	Contractual Services
71	213005	7371	5633	6799	S	Child Devl - Grant Fiscal Svcs	Sonitrol	TP93629	4,862.00	Contractual Services
72	213005	7371	6201	6799	S	Child Devl - Grant Fiscal Svcs	KodamaDiseno, Architects and Planners	CT41051B	11,408.77	Capitol Outlay





Resolution No. 010628-C2  
Attachment A

	A	B	C	D	E	F	G	H	I	J
73	212321	7371	5210	2100	S	CCFC/UCB Policy Analysis	Hayward Travel Center	TP96269	4,300.00	Travel
74	211201	7371	5190	2100	S	CA EC Mentoring Prog 00-01	Ballard J	PS00225	4,000.00	Consulting
75	129101	7728	6413	1200	C	JA-Seton Hall-CAN/LVN Prog	Dell Computer Corporation	PO61578	5,794.50	Equipment
76	125505	7630	6411	4900	C	ESL Proc Fees 2000-2001	KI	PO95547	17,669.42	Equipment
77	125502	7620	5802	1500	N	Institute for Intern'l Students	Casey Printing	PO79377	4,802.79	Advertising
78	125502	7620	6411	1500	C	Institute for Intern'l Students	KI	PO95547	5,579.82	Equipment
79	125501	9220	5802	6820	N	Continuing Education 00-01	Folger Graphics	PO92203	3,189.56	Advertising
80	125501	9220	5912	6820	N	Continuing Education 00-01	ITech Services, Inc	DP92214	3,266.25	Fees for Services
81	125016	7720	6411	1200	C	The CA Endowment Welcome B	KI	PO81985	16,729.17	Equipment
82	125016	7720	6413	1200	C	The CA Endowment Welcome B	Dell Computer Corporation	PO92200	4,738.36	Equipment
83	125013	7720	5190	1200	C	Ca Endowment HCL Training	Duncan E	PS00240	4,000.00	Consulting
84	124509	0040	5190	6600	S	Diversity Mktg Project 00-01	Forsyth T	PS00227	5,000.00	Consulting
85	124507	7334	5190	6600	S	Teahcer & Reading Dev Partn	Schiorring E	PS00228	8,000.00	Consulting
86	123883	9320	6304	6120	C	TTIP-HR and Tech 99-00	Community College League Of Calif.	DP92594	32,363.00	Library Books
87	123874	6110	5656	6490	N	Matriculation-Noncredit 00-01	J & J Associates	PO60460	3,927.97	Software Fees
88	123865	6110	5656	6490	C	Matriculation-Credit 00-01	J & J Associates	PO60454	5,104.06	Software Fees
89	123865	6110	5656	6490	C	Matriculation-Credit 00-02	J & J Associates	PO60460	3,927.96	Software Fees
90	123854	5120	4303	0800	C	Inst Equip BlkGrnt-One Time	T & B Sports	PO84795A	22,551.72	Supplies
91	123854	5120	4303	0500	C	Inst Equip BlkGrnt-One Time	Audio Graphic Systems	PO77462	3,159.85	Supplies
92	123854	5120	5656	6010	C	Inst Equip BlkGrnt-One Time	Software House International	PO81517	3,543.42	Software Fees
93	123854	5120	6414	1900	C	Inst Equip BlkGrnt-One Time	Audio Graphic Systems	PO77906	7,716.54	Equipment
94	123854	5120	6414	4900	C	Inst Equip BlkGrnt-One Time	Camera Boutique Inc	PO92679	3,764.17	Equipment
95	123854	7208	6413	0200	C	Inst Equip BlkGrnt-One Time	Dell Computer Corporation	PO96202	30,721.35	Equipment
96	123854	7210	6413	0700	C	Inst Equip BlkGrnt-One Time	Dell Computer Corporation	PO91675	53,268.75	Equipment
97	123854	7257	6414	0900	C	Inst Equip BlkGrnt-One Time	Fuke Electronics	IP77793A	7,573.17	Equipment
98	123854	7324	6413	4900	C	Inst Equip BlkGrnt-One Time	CCSF Bookstore	PO96189	14,024.87	Equipment
99	123854	8340	6434	6799	C	Inst Equip BlkGrnt-One Time	Xerox Corp	PO95544	25,617.37	Equipment
100	123853	6440	6413	6430	C	Inst Equip On Going Grnt FY01	Arsys Innotech Corporation	PO96199	23,280.68	Equipment
101	123853	7528	6413	1000	C	Inst Equip On Going Grnt FY02	Marketware Technologies	PO93250	6,239.56	Equipment
102	123853	9320	6413	6120	C	Inst Equip On Going Grnt FY03	Computerland	PO92591	4,272.61	Equipment
103	123853	9320	6414	6120	C	Inst Equip On Going Grnt FY04	Acrylic Art	PO92575	3,182.55	Equipment
104	123853	9500	5656	6780	S	Inst Equip On Going Grnt FY05	Novell Inc.	PO95026	35,752.50	Software Fees
105	123851	6469	6413	6300	C	Inst Equipment Repl 99-00	Sehi Computer Products	PO96197	4,633.10	Equipment
106	123806	7903	6413	6470	N	TANF 2000-2001	Sehi Computer Products	PO93528	3,736.35	Equipment
107	123806	7903	6414	6470	N	TANF 2000-2001	Insight Direct, Inc.	PO93527	6,018.70	Equipment
108	123705	7334	4103	2100	N	Foster Parent Ed 2000-2001	Marcus Book Stores	PO92320	5,065.33	Supplies





Resolution No. 010628-C2  
Attachment A

	A	B	C	D	E	F	G	H	I	J
109	123705	7334	5202	2100	N	Foster Parent Ed 2000-2001	Ramada Plaza Hotel International	TP00048	3,000.00	Conference
110	123705	7334	5350	2100	N	Foster Parent Ed 2000-2001	United States Postal Service	DP92157	4,000.00	Postage
111	123520	0050	5190	6600	S	FSS-LRCCD Health Care Initiati	Armstrong W	PS00226	19,200.00	Consulting
112	123519	8180	6413	4900	N	FSS-Inst ESL/Civic Program	CCSF Bookstore	PO95913	3,590.51	Equipment
113	123519	8180	6413	4900	N	FSS-Inst ESL/Civic Program	CCSF Bookstore	PO95913A	3,590.51	Equipment
114	123518	6210	5190	6499	S	FSS/MCHS 2000-2001	Middle College H.S. National Cons.	DP93370	5,200.00	Consulting
115	123514	7225	5190	0400	C	FSS-REBRAC YR-1	Stewart M	PS00158A	3,700.00	Consulting
116	123385	7175	6414	0900	N	ECO-ATTC 00-01	Transportation Supplies, Inc.	PO78954	7,036.04	Equipment
117	123385	7175	6414	0900	N	ECO-ATTC 00-01	Snap On Tools	PO91326	5,369.95	Equipment
118	123328	9210	5190	7030	N	Eco Dev-JDITP-Apparel Mig	Pepper-Kittredge C	PS00239	5,000.00	Consulting
119	123328	9210	6307	7030	N	Eco Dev-JDITP-Apparel Mig	Tajima West	PO91345	5,947.47	Library Books
120	123328	9210	6414	7030	N	Eco Dev-JDITP-Apparel Mig	Tajima West	PO91345	18,034.26	Equipment
121	123328	9210	6414	7030	N	Eco Dev-JDITP-Apparel Mig	VWR Scientific Products Corp.	PO78971	12,222.54	Equipment
122	123328	9210	6414	7030	N	Eco Dev-JDITP-Apparel Mig	DVLine	PO91561	5,600.87	Equipment
123	123308	7720	6414	1200	C	Eco-RHOC 2000-2001	Advent Office Interiors	PO95373C	4,943.75	Equipment
124	123308	7720	6414	1200	C	Eco-RHOC 2000-2001	Allsteel c/c: Advent Office Interiors	PO95373A	4,735.17	Equipment
125	123206	7320	6307	6420	C	DSPS 2000-2001	Computer Prompting & Captioning	PO97947	8,289.17	Library Books
126	123206	7320	6414	6420	C	DSPS 2000-2001	Digital System Technology, Inc.	PO87412	27,803.75	Equipment
127	123206	7320	6414	6420	C	DSPS 2000-2001	Phonic Ear Inc.	PO87551	8,175.48	Equipment
128	123206	7320	6414	6420	C	DSPS 2000-2001	The Re-Mobilizers	PO87557	4,654.75	Equipment
129	123206	7320	6414	6420	C	DSPS 2000-2001	Coast Telecourses	PO87555	4,016.71	Equipment
130	123114	7901	6411	6499	N	Calworks 2000-2001	KI	PO96203	15,172.43	Equipment
131	123114	7901	6413	6499	N	Calworks 2000-2001	Dell Computer Corporation	PO93535	14,251.12	Equipment
132	123114	7901	6413	6499	N	Calworks 2000-2001	CDW Government, Inc.	PO93532	3,922.27	Equipment
133	121508	7173	5190	6750	S	Vatea IIC 2000-2001	The Ohio State University-OSU/CETE	TP00046	7,420.00	Consulting
134	121508	7173	5802	6470	S	Vatea IIC 2000-2001	Graphic Production Services	DP91283	5,857.24	Advertising
135	121508	7210	6413	0700	C	Vatea IIC 2000-2001	Dell Computer Corporation	PO87255	9,352.93	Equipment
136	121508	7210	6414	0700	C	Vatea IIC 2000-2001	Snader and Associates, Inc.	PO87254A	4,465.32	Equipment
137	121508	7210	6414	0700	C	Vatea IIC 2000-2001	Computerland	PO87253	4,357.24	Equipment
138	121508	7324	6307	1000		Vatea IIC 2000-2001	CCSF Bookstore	PO96190	5,390.85	Library Books
139	121508	7324	6413	1000	C	Vatea IIC 2000-2001	CCSF Bookstore	PO96186	45,286.39	Equipment
140	121508	7324	6414	1000	C	Vatea IIC 2000-2001	Audio Graphic Systems	PO96188	3,838.55	Equipment
141	121508	7421	6413	0700	N	Vatea IIC 2000-2001	Dell Computer Corporation	PO92198	36,366.54	Equipment
142	121508	7421	6414	0700	N	Vatea IIC 2000-2001	Audio Graphic Systems	PO92197	3,442.36	Equipment
143	121508	7528	6413	1000	C	Vatea IIC 2000-2001	CCSF Bookstore	PO92103A	3,548.45	Equipment
144	121508	7528	6414	1000	C	Vatea IIC 2000-2001	Saddle Point Systems	PO92101	4,324.59	Equipment





Resolution No. 010628-C2  
Attachment A

	A	B	C	D	E	F	G	H	I	J
145	121508	7756	6411	1200	C	Vatea LLC 2000-2001	FUNDamental Education Inc.	PO92166	6,350.25	Equipment
146	121214	7421	5190	9900	S	CTCA/SB Dev CT-C00-0064	Pendergast & Associates	TP00044	9,750.00	Consulting
147						Total Restricted			2,298,780.27	
148										
149						Total Unrestricted and Restricted			3,778,319.62	





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 28, 2001 **C3**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: GRANTS**  
**Acceptance of Gifts**  
**(Resolution No. 010628-C3)**

## BACKGROUND INFORMATION

SFCCD Policy Manual Section 8.08 Acceptance of Gifts provides that (1) motor vehicles, (2) aircraft, (3) cash exceeding \$250, (4) securities, (5) precious stones, (6) precious metals, (7) goods other than (1) or (2) above with a market value exceeding \$1,500, be accepted by the SFCCD only by resolution of the Board of Trustees.

## RECOMMENDATION:

WHEREAS: The SFCCD has been tendered the gifts detailed in Attachment A;

WHEREAS: Vice Chancellor of Academic Affairs Frances Lee declares that these gifts will enhance the instructional program of the San Francisco Community College District;

THEREFORE BE IT RESOLVED: That the Chancellor and the Vice Chancellor of Finance and Administration or their designees, are hereby authorized to accept the gifts listed on Attachment A for and in the name of the San Francisco Community College District;

FURTHER BE IT RESOLVED: That upon transfer of legal title of these gifts described in Attachment A, the Secretary of the SFCCD Board of Trustees is directed to notify the donors of acceptance of the gifts by the governing board.

Dr. Kathleen Sullivan Alioto, Originator

## BOARD OF TRUSTEES

5/28/01 Page 1 of 2  
NATALIE BERG, PRESIDENT • RODEL E. RODIS, VICE PRESIDENT • JOHNNIE L. CARTER, JR.  
DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE  
DR. PHILIP R. DAY, JR., CHANCELLOR



# Introduction to the Study of the History of the United States

The purpose of this study is to provide a comprehensive overview of the history of the United States, from its early beginnings to the present day. This study will cover the major events, figures, and movements that have shaped the nation's history.

The study will be organized into several chapters, each focusing on a different period of American history. The first chapter will cover the early years of the nation, from the first European settlements to the American Revolution. The second chapter will cover the period of the early republic, from the end of the Revolution to the Civil War. The third chapter will cover the period of the Civil War and Reconstruction. The fourth chapter will cover the period of the Gilded Age and the Progressive Era. The fifth chapter will cover the period of the Great Depression and World War II. The sixth chapter will cover the period of the Cold War and the Civil Rights Movement. The seventh chapter will cover the period of the Vietnam War and the Watergate scandal. The eighth chapter will cover the period of the 1980s and the present day.

The study will also include a number of essays and articles, each focusing on a specific aspect of American history. These essays will provide a more in-depth look at the major events, figures, and movements of American history. The essays will be written by leading historians and scholars in the field. The study will also include a number of maps and illustrations, which will help to provide a visual context for the events and figures discussed in the text.

The study is intended for students of American history, as well as for anyone interested in the history of the United States. It is a comprehensive and accessible introduction to the study of American history.

By [Author Name]

This study is a comprehensive overview of the history of the United States, from its early beginnings to the present day. It covers the major events, figures, and movements that have shaped the nation's history. The study is organized into several chapters, each focusing on a different period of American history. The first chapter covers the early years of the nation, from the first European settlements to the American Revolution. The second chapter covers the period of the early republic, from the end of the Revolution to the Civil War. The third chapter covers the period of the Civil War and Reconstruction. The fourth chapter covers the period of the Gilded Age and the Progressive Era. The fifth chapter covers the period of the Great Depression and World War II. The sixth chapter covers the period of the Cold War and the Civil Rights Movement. The seventh chapter covers the period of the Vietnam War and the Watergate scandal. The eighth chapter covers the period of the 1980s and the present day. The study also includes a number of essays and articles, each focusing on a specific aspect of American history. These essays provide a more in-depth look at the major events, figures, and movements of American history. The essays are written by leading historians and scholars in the field. The study also includes a number of maps and illustrations, which help to provide a visual context for the events and figures discussed in the text. The study is intended for students of American history, as well as for anyone interested in the history of the United States. It is a comprehensive and accessible introduction to the study of American history.

**ATTACHMENT A**  
**RESOLUTION: 010628 — C3**

DESCRIPTION	DONOR	BENEFICIARY	MARKET VALUE DECLARED BY DONOR
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June 2001

1) Equipment and Furniture	Ashbury Children's Center Foundation 327 Bookhaven Court Sebastopol, CA 95472	John Adams Child Development Center	\$ 5,000.
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# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 28, 2001

**C4**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr. Chancellor

**Subject: DISPOSAL OF EQUIPMENT**  
**Disposal of Personal Property with Insufficient**  
**Sales Value**  
**(Resolution No. 010628-C4)**

## BACKGROUND INFORMATION:

It has been determined that the property identified in Schedule A is unsatisfactory and not in serviceable condition, and is of insufficient value to defray cost of arranging a Sale. It is recommended that the property be disposed of through recycling or through Regular waste disposal services.

California Education Code Section 81452 reads in part as follows: " (c) If the Board by a Unanimous vote of those members present, finds that the property is of insufficient value to defray the cost of arranging a sale, it may be disposed of in the local public dump".

## RECOMMENDATION:

**RESOLVED:** That authorization is hereby granted to dispose of all unsatisfactory and unserviceable equipment listed on Schedule A,

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor or Finance and Administration, and/or their designee are hereby authorized to execute any and all documents on behalf of the College to effectuate this resolution.

James Kendrix, Originator

06/28/01 – C4 page 1

## BOARD OF TRUSTEES

DR. NATALIE BERG, PRESIDENT • RODEL E. RODIS, VICE PRESIDENT • JOHNNIE L. CARTER, JR.  
DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE  
DR. PHILIP R. DAY, JR., CHANCELLOR





Item Name	MFG.	Model No.	Serial No.	C.C.S.F.	Acquisition	Orig. Cost	Appr. Value	Department
IBM Compatible	Omni Pro		70521001		1995	\$1,000.00		Cloud 208
Macintosh II si	Apple Computer, Inc.	M0360	F2117LGAC53		1989			Cloud 208
Monitor	Apple Computer, Inc.	M0401	7041505					Cloud 208
Tape Deck	Teac	A2300SX	502179					Visual Arts
Tape Deck	Teac	A2340SX	369052					Visual Arts
Overhead Projector	Dukane	4003	1827963					Visual Arts
Printer	Nec	290	FGN04429					Visual Arts
Film Strip Projector	Viewlex	V25P	64610					Visual Arts
Projector	American/Optical	N/A	96649					Visual Arts
N/A	Sargent/Welch	P3864	3272229					Visual Arts
Tripod	Reins	1607	N/A					Visual Arts
Audio Mixer	Teac	2	11340					Visual Arts
Flash Meter	Calumet	WP500B	N/A					Visual Arts
Aero-Ektar Lens	Kodak	N/A	EM4840M					Visual Arts
Repronar Copy Unit	Honeywell	400	1638					Visual Arts
Film Strip Projector	Fotorite	N/A	N/A					Visual Arts
Transparency Viewer (2)	N/A	N/A	N/A					Visual Arts
Copy Camera	Sickles	3100	197					Visual Arts
Four Channel Recorder	Tascam	22-4	740621					Visual Arts
Composer	Multivision	301	87143					Visual Arts





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**G1-G11**

**DATE:** June 28, 2001

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: Academic Employees**  
**Credit Program/Non-Credit Program**  
**District Funded**  
**City College of San Francisco**  
**(Resolutions 010628-G1-G11)**

## **BACKGROUND INFORMATION:**

These resolutions cover district funded academic employees appointments and/or other related personnel transactions. Unless otherwise indicated in the resolution, appointments are classified as temporary. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

Clara Starr, Originator

## **BOARD OF TRUSTEES**

DR. NATALIE BERG, PRESIDENT • RODEL E. RODIS, VICE PRESIDENT • JOHNNIE L. CARTER, JR.

DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE

DR. PHILIP R. DAY, JR., CHANCELLOR



RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester and department shown. Employment is contingent upon adequate class enrollment, possession of applicable minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time academic employees shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments for full-time academic employees shall be in accordance with the relevant provisions of the appropriate bargaining contracts and the City College of San Francisco Faculty Handbook.

## SPRING 2001

(+: Full-time overload/extra pay)

(\*: New hourly academic employee)

<u>Name</u>	<u>Department</u>	<u>Division</u>
+ Belle-Thomas, Carol	Learning Assistance	Credit
+ Bolden, Pinkie L	Health Science	Credit
Butler, Christine E	Bus/Office Tech/Small Bus	Credit
Cagnacci, James E	Human Resources	Credit
+ Dewar, Cynthia E	English	Credit
+ Dilworth, Helen	Music	Credit
Guzman, Rosa E	Counseling	Credit
Hanzo, Christopher Mat	Labor Studies	NonCredit
+ Kudsi, Omar S	English	Credit
Lew, Gordon L	Interdisciplinary Studies	Credit
Matsui, John T	Biological Sciences	Credit
Mcmurray, Adria-Ann L.	Bus/Office Tech/Small Bus	Credit
Mullen, Dennis F	Bus/Office Tech/Small Bus	Credit
Odell, John Mainard	Broadcast Electronic Media Art	Credit
Roberts, Patti R	Labor Studies	Credit
Spalding, Kirsten S.	Labor Studies	NonCredit
Thorn, Joe W	Interdisciplinary Studies	Credit
+ Yiu, Winnie Lai Fai	Learning Assistance	Credit
+ Yiu, Winnie Lai Fai	Financial Aid	Credit

G1 Spring 2001: 19

## SUMMER 2001

(+: Full-time overload/extra pay)

(\*: New hourly academic employee)

<u>Name</u>	<u>Department</u>	<u>Division</u>
Abma, Deanna P	Articulation	NonCredit
Axt, Anita A	Community Services	NonCredit
Baranowski, Joyce	Community Services	NonCredit
+ Barretto, Joao Conde	Library Services	Credit
+ Batty-Sylvan, John	English	Credit
Begg, Connie M	Community Services	NonCredit
Begg, Connie M	Photography	Credit
+ Bergman, Julia E	Library Services	Credit
Berston, Hyman M	Community Services	NonCredit

Beyer, Karyn J	Technology-Mediated Instruct'n	Credit
Bibliowicz, Morris	Contract Education	NonCredit
Blair, Caroline M	Film Production	Credit
Body, Michele M	Radiologic & Imaging Technology	Credit
+ Brickner, Margaret	Library Services	Credit
+ Brickner, Margaret	Library Services	NonCredit
Brown, Lori L.	Library Information Technology	Credit
Brown, Lori L.	Library Services	NonCredit
Brown, Lori L.	Library Services	Credit
Cafasso, Pedro	Community Services	NonCredit
+ Calvello, Michael	English	Credit
+ Cate, Donald T	Music	Credit
Cerwin, Stacey Ann	English	Credit
Chan, Andrew K	English As a Second Language	NonCredit
+ Charles, Ouida L.	Library Services	NonCredit
+ Charles, Ouida L.	Library Services	Credit
+ Clark, Robert M	Interdisciplinary Studies	Credit
Colvin, Vincent W	Community Services	NonCredit
Coniglio, Josephine	Community Services	NonCredit
Cook, Kevin M.	English	Credit
+ Corbie, Terrence	Contract Education	NonCredit
Culbertson, Anthony Sc	Radiologic & Imaging Technology	Credit
Cull, Patricia A	Matriculation	NonCredit
D'Aquila, Ulysses L	English As a Second Language	NonCredit
Dagen, Louis I.	Community Services	NonCredit
+ Dang, Lorrain L	Technology-Mediated Instruct'n	Credit
+ Dore, David A	Technology-Mediated Instruct'n	Credit
+ Fan, Mark M	Library Services	Credit
+ Fiore, Linda J	Health Care Technology	Credit
Fisher, Robert E	Summer Bridge	Credit
+ Fracchia, Charles	Library Services	NonCredit
+ Francisco, Christine	English As a Second Language	Credit
Gabbert, Margaret E	Community Services	NonCredit
+ Garcia, Diane Renee	Diagnostic Medical Imaging	Credit
+ Gillette, Linda J	English As a Second Language	Credit
+ Glanzer, Carole S	English As a Second Language	NonCredit
Goldwach, Richard	Community Services	NonCredit
Grandits, Frank J	English As a Second Language	NonCredit
Grannis, Anne C	Community Services	NonCredit
+ Gratch-Lindauer, Bonni	Technology-Mediated Instruct'n	Credit
+ Gratch-Lindauer, Bonni	Library Services	NonCredit
+ Gratch-Lindauer, Bonni	Library Services	Credit
Grauberger, Mary E	Community Services	NonCredit
Gray, Marion R.	Community Services	NonCredit
+ Guichard, Margaret	Health Care Technology	Credit
+ Harris, Julie	Study Abroad Program	Credit
Hayes, Beverly L.	Library Services	NonCredit
Hayes, Beverly L.	Library Services	Credit
Heilweil, Victoria M	Photography	Credit
Hincapie, Marielena	Labor Studies	NonCredit
Hope, Linda M.	Community Services	NonCredit

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: General Fund, Unrestricted

Horowitz, Manly	Library Services	Credit
Hough, Tonya C	Photography	Credit
Howard, Nadereh	Photography	Credit
Hurley, Kathleen M	Diagnostic Medical Imaging	Credit
+ Johnson, Dennis R	English As a Second Language	NonCredit
Johnson, Lisa J.	English As a Second Language	NonCredit
Jones, Melissa A	Health Science	Credit
Kapust, Waltraud H.	English As a Second Language	NonCredit
Kasten, Angelika A	English As a Second Language	NonCredit
Kleindolph, Andrew J	Community Services	NonCredit
Knoop, Michelle Deya	English As a Second Language	NonCredit
Krebs, Kathleen E	Community Services	NonCredit
Krustapentus, Emilie A	English As a Second Language	NonCredit
Lark-Wilson, Nyya F.	Community Services	NonCredit
Leiva, Jose L	Music	Credit
Lewis, Christa M	Contract Education	NonCredit
Lieb, Reddy C	Community Services	NonCredit
+ Lilienthal, Bruce W	Technology-Mediated Instruct'n	Credit
+ Lim, James Horn	Library Services	Credit
+ Lo, Suzanne J	Library Services	Credit
Long, Electra L	Community Services	NonCredit
Lym, Brian K.	Library Services	NonCredit
Lym, Brian K.	Library Services	Credit
Maia, Luciano Sonntag	Community Services	NonCredit
Malachowski, Michael	Technology-Mediated Instruct'n	Credit
Maniscalco, Serena V.	Community Services	NonCredit
McKinney, Linda R.	Library Services	NonCredit
McNichol, Thomas p.	English As a Second Language	Credit
Messer, Alisa	English	Credit
Mijatovic, Katarina	English As a Second Language	Credit
Munroe, Jeffrey Powers	Photography	Credit
+ Murray, Edward J	English As a Second Language	NonCredit
Niosi, Andrea E.	Library Services	Credit
Nuttall, Allan P.	Contract Education	NonCredit
O'Roke, Linda S.	English As a Second Language	NonCredit
+ Obenchain, Cynthia	Study Abroad Program	Credit
Pang, Francis W	Automotive/Trade Skills	NonCredit
Parr, David J	Music	Credit
Pastine, Francesca	Community Services	NonCredit
+ Paulsen, Philip W	Library Services	Credit
+ Peck, Daniel	English As a Second Language	NonCredit
Philhour, Byron J	Astronomy	Credit
Reguzzoni, Franco	Community Services	NonCredit
Reisberg, Mira	Community Services	NonCredit
Riga, Carol T.	Community Services	NonCredit
Ruben, Jacqueline J	Community Services	NonCredit
Rubin, Stephen R	Technology Med. Instruction	Credit
Ruiz de la Pena, Marth	Community Services	NonCredit
+ Safwat, Yvonne F	English As a Second Language	Credit
+ Saginor, Karen	Library Services	NonCredit
+ Saginor, Karen	Library Services	Credit



	Sandkuhler, Iris Evelyn	Community Services	NonCredit
+	Sauve, James D	English	Credit
	Sawyer, Carol Jean	Community Services	NonCredit
	Scott, Rodger K	Transitional Studies	NonCredit
	Scotta, Elizabeth M	Community Services	NonCredit
+	Shaeffer, Chris J	Engineering & Technology(Weld)	Credit
	Shahani, Michael	Music	Credit
	Shain, Allen I.	Community Services	NonCredit
+	Shanahan, Maureen	Health Care Technology	Credit
	Simons, Mark S.	Community Services	NonCredit
	Snyder, Francine E.	Photography	Credit
	Spano, Giorgio	Foreign Lanuage	Credit
+	Spears, Deanne K	English	Credit
+	Szombathy, Agnes L	Library Services	Credit
	Tabarracci, Jenny	Community Services	NonCredit
	Tang, John	Computer & Information Science	Credit
	Tartak, Marvin H	Music	Credit
	Teague, Alexandra R	English	Credit
+	Thornton, Kyle Richard	Diagnostic Medical Imaging	Credit
	Turner, Holman	Photography	Credit
+	Valentine, Alexander M	Library Services	Credit
	Valesco, Frances K.	Community Services	NonCredit
	Van der Valk, Anna-Lis	Community Services	NonCredit
	Vinton, Layne T	Photography	Credit
+	Vitorelo, Joan C	Study Abroad Program	Credit
	Walsh, John J	English	Credit
+	White, Kathleen C	Child Dev. & Family Studies	Credit
	White, Mira M.	Community Services	NonCredit
	Whitman, Patricia T.	Community Services	NonCredit
	Whitmore, Tina	Community Services	NonCredit
	Wiley, Helen L	Library Services	Credit
	Wilk, John R	Community Services	NonCredit
	Willard, Deborah A	Community Services	NonCredit
	Williamson, Stephanie	Photography	Credit
	Wisniewski, Nina L.	Community Services	NonCredit
+	Wong, Paul	Study Abroad Program	Credit
+	Wood, Peter M	Technical Mediated Instruction	Credit
+	Yim, Leslie K	Radiologic & Imaging Technolgy	Credit
	Young, Annie M	Library Services	NonCredit

G1 Summer 2001: 150

Total for G1: 169



TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: General Fund, Restricted

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester, department and restricted program shown. Employment is contingent upon funds available in the applicable restricted program. Employment is contingent upon adequate class enrollment, possession of applicable minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time academic employees shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments for full-time academic employees shall be in accordance with the relevant provisions of the appropriate bargaining contracts and the City College of San Francisco Faculty Handbook.

**SPRING 2001**

(+: Full-time overload/extra pay)

(\*: New hourly academic employee)

Name	Department	Grant	Division
Blumenthal, Sheryl L	Matriculation	Matriculation-Credit 2000-2001	NonCredit
Wells, Wallace E	Matriculation	Matriculation-Credit 2000-2001	Credit
+ Yu, Raymond K	Matriculation	Matriculation-Credit 2000-2001	Credit

G2 Spring 2001: 3

**SUMMER 2001**

(+: Full-time overload/extra pay)

(\*: New hourly academic employee)

Name	Department	Grant	Division
Aninao, Juan C	Matriculation	Matriculation- Credit 2001-2002	Credit
+ Batty-Sylvan, John	Matriculation	Matriculation-Credit 2000-2001	Credit
+ Batty-Sylvan, John	Matriculation	Matriculation- Credit 2001-2002	Credit
+ Bozin, Patricia R	Counseling	Matriculation-Noncredit 2000-2001	NonCredit
Brady, Joyce	Matriculation	Matriculation-Credit 2000-2001	Credit
Callahan, Tamera Ann	Matriculation	Matriculation-Credit 2000-2001	Credit
Callahan, Tamera Ann	Counseling	Matriculation-Credit 2000-2001	Credit
+ Cheng, Eva Yuen-Wan	Matriculation	Matriculation-Credit 2000-2001	Credit
+ Chin, Jessie C	Counseling	Matriculation-Credit 2000-2001	Credit
+ Chong-Delon, Patty P	Matriculation	Matriculation- Credit 2001-2002	Credit
+ Chong-Delon, Patty P	Matriculation	Matriculation-Credit 2000-2001	Credit
Cull, Patricia A	Matriculation	Matriculation-Noncredit 2000-2001	NonCredit
Damato, Lawrence R.	Counseling	Matriculation-Credit 2000-2001	Credit
Damato, Lawrence R.	Matriculation	Matriculation-Credit 2000-2001	Credit
Darck, Jeffrey L.	Matriculation	Matriculation- Credit 2001-2002	Credit
Darck, Jeffrey L.	Matriculation	Matriculation-Credit 2000-2001	Credit
+ Fain, Sharon F	Matriculation	Matriculation-Noncredit 2000-2001	NonCredit
+ Gabler, Burton	English As a Second Language	Matriculation-Noncredit 2000-2001	NonCredit
+ Garfinkle, Joan M	Counseling	Matriculation-Noncredit 2000-2001	NonCredit
+ Gee, Coleen L	Counseling	Matriculation-Noncredit 2000-2001	NonCredit
+ Goodyear, William J	Matriculation	Matriculation-Credit 2000-2001	Credit
+ Goodyear, William J	Matriculation	Matriculation- Credit 2001-2002	Credit
Guthrie, Terry W	Matriculation	Matriculation- Credit 2001-2002	Credit
Guthrie, Terry W	English As a Second Language	Matriculation-Credit 2000-2001	Credit
Guzman, Rosa E	Counseling	Matriculation-Noncredit 2000-2001	NonCredit

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: General Fund, Restricted

Hammer, Jennifer C	English As a Second Language	Matriculation-Noncredit 2000-2001	NonCredit
+ Hayes, Donna J	Matriculation	Matriculation-Credit 2000-2001	Credit
+ Hayes, Donna J	Matriculation	Matriculation- Credit 2001-2002	Credit
+ Heredia, Maria L	Matriculation	Matriculation-Credit 2000-2001	Credit
+ Hom, Grace	Counseling	Matriculation-Credit 2000-2001	Credit
+ Huynh, Kim-Dung L	Counseling	Matriculation-Credit 2000-2001	Credit
+ Johnson, Rosemary	Counseling	Matriculation-Noncredit 2000-2001	NonCredit
Martinez, Antonio E.	Counseling	Matriculation-Credit 2000-2001	Credit
Martinez, Antonio E.	Matriculation	Matriculation-Credit 2000-2001	Credit
+ Moriwaki, Kathleen M	Matriculation	Matriculation- Credit 2001-2002	Credit
+ Moriwaki, Kathleen M	Matriculation	Matriculation-Credit 2000-2001	Credit
Ng, Veronica	Counseling	Matriculation-Noncredit 2000-2001	NonCredit
+ O'Hare, Melanie B	Matriculation	Matriculation- Credit 2001-2002	Credit
+ Obenchain, Cynthia	Matriculation	Matriculation-Credit 2000-2001	Credit
+ Obenchain, Cynthia	Matriculation	Matriculation- Credit 2001-2002	Credit
+ Padua, Joseph H	Counseling	Matriculation-Credit 2000-2001	Credit
+ Phillips, Catherine	Matriculation	Matriculation-Credit 2000-2001	Credit
+ Quadra, Indiana G	Matriculation	Matriculation- Credit 2001-2002	Credit
+ Quadra, Indiana G	Career Dev & Placement Ctr	Matriculation-Credit 2000-2001	Credit
+ Quinn, Denise	Matriculation	Matriculation-Noncredit 2000-2001	NonCredit
+ Rendon, Peggy T	Counseling	Matriculation-Noncredit 2000-2001	NonCredit
+ Roberts, Laurie	Matriculation	Matriculation- Credit 2001-2002	Credit
+ Robinson, Karen F	Counseling	Matriculation-Noncredit 2000-2001	NonCredit
+ Robinson, Karen F	Counseling	Matriculation-Credit 2000-2001	Credit
Romano, Lisa C.	Matriculation	Matriculation-Credit 2000-2001	Credit
+ Scholnick, Nadia F	English As a Second Language	Matriculation-Noncredit 2000-2001	NonCredit
+ Sparks, Jack D.	Counseling	Matriculation-Credit 2000-2001	Credit
+ Sparks, Jack D.	Matriculation	Matriculation- Credit 2001-2002	Credit
+ Sparks, Jack D.	Matriculation	Matriculation-Credit 2000-2001	Credit
+ Tam, Mo-Shuet	Matriculation	Matriculation- Credit 2001-2002	Credit
+ Tang, Paul S	Matriculation	Matriculation-Credit 2000-2001	Credit
+ Tang, Paul S	Matriculation	Matriculation- Credit 2001-2002	Credit
+ Truong, Barbara B	Counseling	Matriculation-Noncredit 2000-2001	NonCredit
Valiente, Herving	Counseling	Matriculation-Noncredit 2000-2001	NonCredit
+ Vayngortin, Lev D	Matriculation	Matriculation-Credit 2000-2001	Credit
+ Walsh, Laura	English As a Second Language	Matriculation-Credit 2000-2001	Credit
+ Walsh, Laura	Matriculation	Matriculation-Credit 2000-2001	Credit
+ Watson, John E	Counseling	Matriculation-Noncredit 2000-2001	NonCredit
Webster, Carlos	Counseling	Matriculation-Credit 2000-2001	Credit
Webster, Carlos	Matriculation	Matriculation-Credit 2000-2001	Credit
Webster, Carlos	Counseling	Matriculation-Noncredit 2000-2001	NonCredit
Wells, Wallace E	Counseling	Matriculation-Credit 2000-2001	Credit
+ Yee, Sue L	Counseling	Matriculation-Noncredit 2000-2001	NonCredit
+ Yngojo, Marcus R	Counseling	Matriculation-Noncredit 2000-2001	NonCredit
+ Yngojo, Marcus R	Counseling	Matriculation-Credit 2000-2001	Credit
Yu, Howard K	Counseling	Matriculation-Credit 2000-2001	Credit
+ Zanetto, Janet S	Matriculation	Matriculation- Credit 2001-2002	Credit

G2 Summer 2001: 72

Total for G2: 75

RESOLUTION 010628-G2

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: General Fund, Restricted

Total Records: 244



010628 – G3

Full-Time  
First Year  
Contract

**RESOLVED:** That on the effective dates indicated, the following named academic employees be appointed as full-time faculty. Appointment shall be contingent upon verification of satisfactory physical examination, a tuberculosis clearance, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule (Contract and Regular faculty):

<u>NAME</u>	<u>DEPARTMENT/CAMPUS</u>	<u>STATUS</u>	<u>REPLACEMENT FOR</u>	<u>EFFECTIVE DATES</u>
ATKINSON, Nathan	Graphic Communications / Mission / Phelan	First Year Contract	New U-7528-1120-1000-C FF9150	08/15/01
BACON, Linda (Employee hired with degree equivalent based on adopted criteria.)	Biological Sciences / Phelan	First Year Contract	New UPFX-7224-1120-0400-C FF9153	08/15/01
BERTHOLD, Tim (Employee hired with degree equivalent based on adopted criteria.)	Health Science / Various	First Year Contract	New UPFX-7720-1120-1200-C FF9162	08/15/01
BLAIR, Caroline	Film Production / Phelan	First Year Contract	New UPFX-7516-1120-1000-C FF9159	08/15/01
BLUMENTHAL, Sheryl	Counselor / Phelan	First Year Contract	New U-6469-1240-6300-C FN9668	08/15/01



010628 - G3 (Cont.)

**RESOLVED:** That on the effective dates indicated, the following named academic employees be appointed as full-time faculty. Appointment shall be contingent upon verification of satisfactory physical examination, a tuberculosis clearance, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule (Contract and Regular faculty):

<u>NAME</u>	<u>DEPARTMENT/CAMPUS</u>	<u>STATUS</u>	<u>REPLACEMENT FOR</u>	<u>EFFECTIVE DATES</u>
BOYD, Gregory	Computer & Information Science / Phelan	First Year Contract	New U-7210-1120-0700-C FF9157	08/15/01
BROWN, Kathryn	DSP&S / John Adams	First Year Contract	David Lau 123207-7320-1120-4900-N FF9815	08/15/01
CHRYSTAL, Yolanda	General Counseling / Phelan	First Year Contract	Elizabeth Brent U-6469-1240-6300-C FN9941	08/15/01
CONGER, Amy	Graphic Communications / Various	First Year Contract	Patricia Chytrowski U-7528-1120-1000-C FF9576	08/15/01

010628 – G3 (Cont.)

Full-Time  
First Year  
Contract

**RESOLVED:** That on the effective dates indicated, the following named academic employees be appointed as full-time faculty. Appointment shall be contingent upon verification of satisfactory physical examination, a tuberculosis clearance, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule (Contract and Regular faculty):

<u>NAME</u>	<u>DEPARTMENT/CAMPUS</u>	<u>STATUS</u>	<u>REPLACEMENT FOR</u>	<u>EFFECTIVE DATES</u>
DAVIS, Bob	Music / Various	First Year Contract	New UPFX-7538-1120-1000-C FN9154	08/15/01
GOUGOUTAS, Anne Katharine (Employee hired with degree equivalent based on adopted criteria.)	Transitional Studies / John Adams / Various	First Year Contract	Patrick O'Halloran U-7347-1120-4900-N FF9757	08/15/01
JOHNSON, Christopher	Hospitality Training / Downtown	First Year Contract	Frank Ambrozic U-7124-1120-0500-N FF9956	08/15/01
OAKLEY, John (Employee hired with degree equivalent based on adopted criteria.)	Hotel & Restaurant Operation / Phelan	First Year Contract	John Scopazzi U-7138-1120-0500-C FF9946	08/15/01
PEREZ, Jorge	Financial Aid Office / Phelan	First Year Contract	Jorge Bell U-4042-1240-6300-S FN9964	08/15/01

010628 - G3 (Cont.)

**Full-Time**  
**First Year**  
**Contract**

**RESOLVED:** That on the effective dates indicated, the following named academic employees be appointed as full-time faculty. Appointment shall be contingent upon verification of satisfactory physical examination, a tuberculosis clearance, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule (Contract and Regular faculty):

<u>NAME</u>	<u>DEPARTMENT/CAMPUS</u>	<u>STATUS</u>	<u>REPLACEMENT FOR</u>	<u>EFFECTIVE DATES</u>
PERSIKO, Craig	Computer & Information Science / Phelan	First Year Contract	Usha Jindal U-7210-1120-0700-C FF9260	08/15/01
RODRIGUEZ, Dora (Employee hired with degree equivalent based on adopted criteria.)	DSP&S / John Adams	First Year Contract	Dorene Cotter U-7320-1120-4900-N FF9807	08/15/01
TAHA, Darian	Computer & Information Science / Phelan	First Year Contract	New UPFX-7210-1120-0700-C FF9170	08/15/01
VAN DYKE, Marcia	Student Health Services / Phelan	First Year Contract	New UPFX-6460-1240-6440-C FN9680	08/15/01
VILLAZANA-PRICE, Norma	Child Development & Family Studies / Various	First Year Contract	New UPFX-7334-1120-2100-C FF9168	08/15/01

010628 – G3 (Cont.)

Full-Time  
First Year  
Contract

**RESOLVED:** That on the effective dates indicated, the following named academic employees be appointed as full-time faculty. Appointment shall be contingent upon verification of satisfactory physical examination, a tuberculosis clearance, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule (Contract and Regular faculty):

<u>NAME</u>	<u>DEPARTMENT/CAMPUS</u>	<u>STATUS</u>	<u>REPLACEMENT FOR</u>	<u>EFFECTIVE DATES</u>
ZOLL, Sharyn (Employee hired with degree equivalent based on adopted criteria.)	Transitional Studies / John Adams / Various	First Year Contract	New UPFX-7347-1120-4900-N FF9152	08/15/01



010628 - G4

**Full-Time  
Temporary**

**RESOLVED:** That on the effective dates indicated, the following named academic employees be appointed as full-time temporary (long-term substitute) faculty. Appointment shall be contingent upon verification of satisfactory physical examination, a tuberculosis clearance, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule.

<u>NAME</u>	<u>DEPARTMENT/CAMPUS</u>	<u>STATUS</u>	<u>REPLACEMENT FOR</u>	<u>EFFECTIVE DATES</u>
COURANT, Ted	Mathematics / Phelan	Full-Time Temporary (Long-Term Substitute)	Maria Conde U-5120-1129-6010-C FS9999	08/15/01 - 05/24/02
DE CORDOVA, Andre	General Counseling / Phelan	Full-Time Temporary (Long-Term Substitute)	Grace Hom U-5120-1129-6010-C FS9999	08/15/01 - 05/24/02
GOOD, Maral	DSP&S / John Adams	Full-Time Temporary (Long-Term Substitute)	Susan Abarca U-5120-1129-6010-C FS9999	08/15/01 - 12/21/01

G1 to G21

06/28/01

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010628 – G4 (Cont.)

Full-Time Temporary

**RESOLVED:** That on the effective dates indicated, the following named academic employees be appointed as full-time temporary (long-term substitute) faculty. Appointment shall be contingent upon verification of satisfactory physical examination, a tuberculosis clearance, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule.

<u>NAME</u>	<u>DEPARTMENT/CAMPUS</u>	<u>STATUS</u>	<u>REPLACEMENT FOR</u>	<u>EFFECTIVE DATES</u>
GRIFFIS, Stanley	Transitional Studies / John Adams	Full-Time Temporary (Long-Term Substitute)	Jack Cerone U-5120-1129-6010-C FS9999	08/15/01 – 12/21/01
LEONHARDT, Edith	Biological Sciences / Phelan	Full-Time Temporary (Long-Term Substitute)	Cherie Wetzel U-5120-1129-6010-C FS9999	08/15/01 – 12/21/01
McMAHON, Sean	Chemistry / Phelan	Full-Time Temporary (Long-Term Substitute)	Chi Wing Tsao U-5120-1129-6010-C FS9999	08/15/01 – 05/24/02
ROBINSON, Karen	General Counseling / Phelan	Full-Time Temporary (Long-Term Substitute)	Gregory Johnson U-5120-1129-6010-C FS9999	01/14/02 – 05/24/02

010628 - G4 (Cont.) **RESOLVED:** That on the effective dates indicated, the following named academic employees be appointed as full-time temporary (long-term substitute) faculty. Appointment shall be contingent upon verification of satisfactory physical examination, a tuberculosis clearance, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule.

<u>NAME</u>	<u>DEPARTMENT/CAMPUS</u>	<u>STATUS</u>	<u>REPLACEMENT FOR</u>	<u>EFFECTIVE DATES</u>
STOFFERS, Peter	General Counseling / Phelan	Full-Time Temporary (Long-Term Substitute)	Robert Clark U-5120-1129-6010-C FS9999	08/15/01 - 12/21/01
WILK, John	Theatre Arts / Phelan	Full-Time Temporary (Long-Term Substitute)	Susan Collins U-5120-1129-6010-C FS9999	08/15/01 - 12/21/01

010628-G5  
Reassignment

**RESOLVED:** That effective August 15, 2001 through May 24, 2002, QUINN, DENISE, to be temporarily reassigned (80%) workload from full-time academic position in ESL Department to the Office of Matriculation and Assessment as Noncredit Matriculation Coordinator and salary allocations be as follows:

<u>Department / Grant Title</u>	<u>Budget #</u>	<u>Percent</u>
Matriculation and Assessment	123875-6110-1220-6490-N	80%
ESL Department	U-7612-1120-1500-N	20%



010628-G6

Transfer

**RESOLVED:** That effective August 15, 2001, WILLETT, Janet be transferred from full-time, tenured-track academic position in the ESL Department to Educational Technology Office as a Coordinator of Technology-Mediated Instruction.

G1 to G21

06/28/01

Page 18 of 21

010628 – G7  
Amendment  
to Resolution

**RESOLVED:** That resolution 010531 – G6, Leave of Absence, be amended in part to show a typographical error as follows:

NAME	DEPARTMENT/CAMPUS	CONTRACT SECTION	EFFECTIVE DATES
CHANGE FROM:  TO: Greene, Phillip	Film Production/Phelan	17.B	<del>04/12/01 – 05/51/01</del>
Greene, Phillip	Film Production/Phelan	17.B	04/12/01 - 05/25/01

010628 – G8  
Leave of  
Absence

**RESOLVED:** That for the effective dates shown the following named academic personnel be granted leave of absence:

NAME	DEPARTMENT/CAMPUS	CONTRACT SECTION	EFFECTIVE DATES
Ko, Hoi M.	Aeronautics/Airport	17.B	08/15/01 – 05/24/02
Lee, Kim	ESL/Phelan	17.P	08/15/01 – 05/24/02
Martinez, Anita	ESL/Phelan	17.B	08/15/01 – 05/24/02
Pollack, Bary	CIS/Phelan	17.B	08/15/01 – 05/24/02
Wong, Kathleen	ESL/Chinatown North Beach	17.P	08/15/01 – 12/21/01

010628 – G9  
Reduced Workload  
Pre-Retirement  
Reduction

**RESOLVED:** That the Academic Year indicated the following academic personnel be granted Reduced Workload - Pre-Retirement Reduction status at City College of San Francisco, subject to receipt of approval from the State Teachers' Retirement System, as follows:

NAME	DEPARTMENT/CAMPUS	TERMS OF DUTY	EFFECTIVE DATES
Doss, Moneera H.	English/Phelan	Work 75% every Fiscal Year for 6 years	Fall 2001 through Spring 2007

010628 – G10  
Amendment  
to Resolution

**RESOLVED:** That Resolution 010531 – G9, Department Chairperson Stipends 2001-2002, be amended in part to show the following:

CHANGE  
FROM:

NAME	DEPARTMENT	STEP	STIPEND
Paz, Leo	Philippine Studies	7	3,894.00

CHANGE  
TO:

Paz, Leo (Spring only)	Philippine Studies	7	3,894.00
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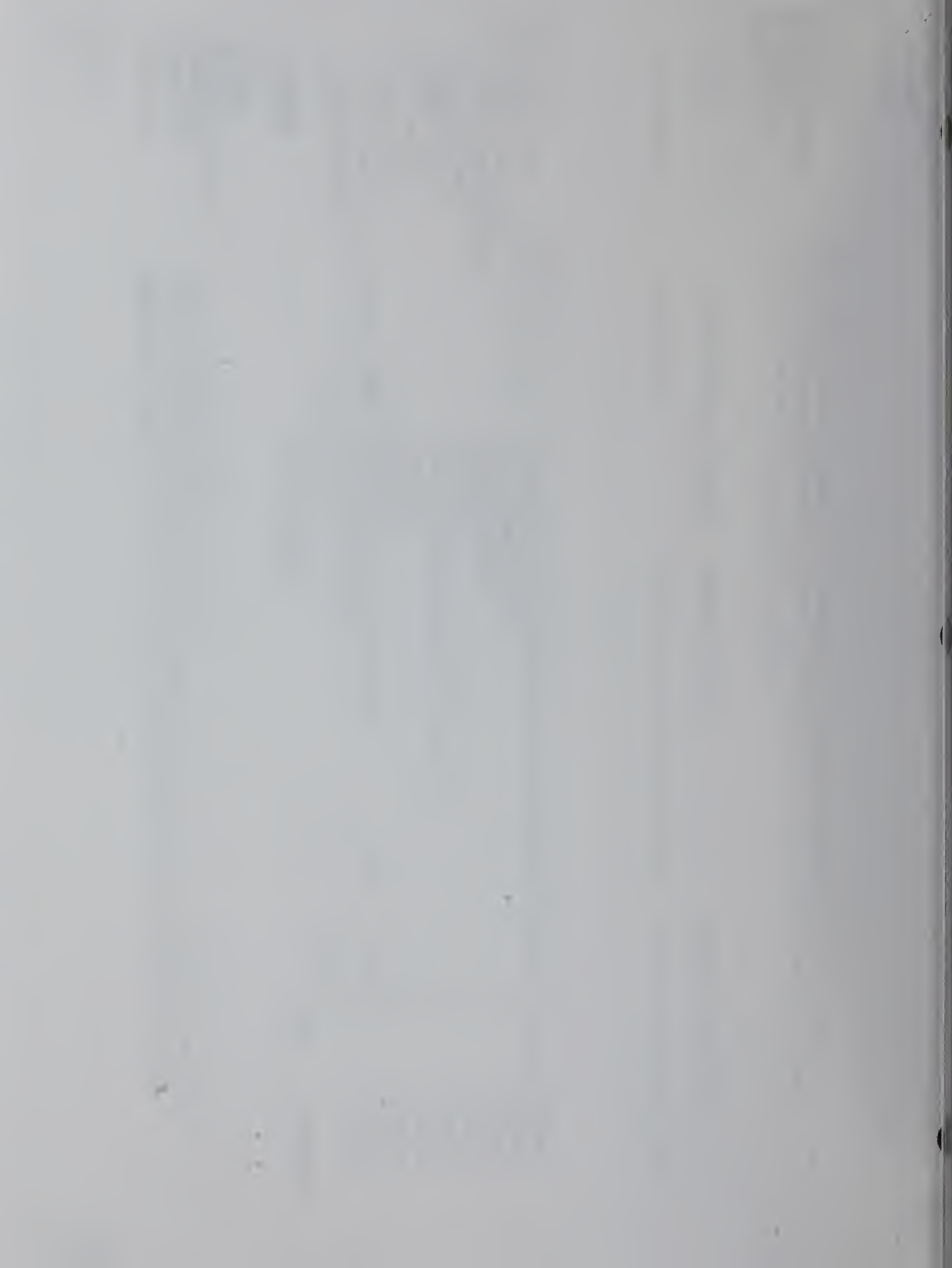
010628 – G11

Department  
Chairperson  
Stipends  
2001-2002

**RESOLVED:** That the following named supervisors be assigned additional responsibilities during the Academic year 2001-2002; payment for these responsibilities shall be the stipend amount indicated for the academic year and pro-rated to the days served.

NAME	DEPARTMENT	STEP	STIPEND
Chavaria, Frederick	Latin-American Studies	1	1,743.00
Collins, John (until selection of new chair)	Gay, Lesbian, and Bisexual Studies	7	3,894.00
Gonzales, Juan	Journalism	7	3,894.00
Kao, Lancelot	Astronomy	2	2,091.00
Leung, Lorelei	Extended Opportunity Programs and Services	1	3,484.00
McAteer, Robert	Photography	3	4,181.00
Resus, Araceli (Fall only)	Philippine Studies	1	1,743.00
Thorn, Joe (Fall only)	Interdisciplinary Studies	1	1,743.00
Torres, Chita	Vocational Nursing	1	5,227.00







# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

H1-H2

**DATE:** June 28, 2001

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject:** Academic Employees  
Credit Program/Non-Credit Program  
Categorically Funded  
City College of San Francisco  
(Resolutions 010628-H1-H2)

## BACKGROUND INFORMATION:

Resolutions 010628-H1-H2 cover categorically funded temporary academic employees appointments and/or other related personnel transactions pursuant to the provision of California Education Code #87470. All Appointments are classified as temporary, when services are required and funds are provided. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

Clara Starr, Originator

## BOARD OF TRUSTEES

DR. NATALIE BERG, PRESIDENT • RODEL E. RODIS, VICE PRESIDENT • JOHNNIE L. CARTER, JR.

DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE

DR. PHILIP R. DAY, JR., CHANCELLOR

**RESOLVED:** That the following named persons be appointed to temporary part-time academic assignments for the semester, department and grant shown. Employment is pursuant to Education Code section 87470 and contingent upon funds available in the applicable Grant/Contract. Employment is contingent upon adequate class enrollment, possession of applicable required minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time faculty shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments shall be in accordance with the relevant provisions of the appropriate bargaining contract and the City College of San Francisco Faculty Handbook.

**SPRING 2001**

(+: Full-time overload/extra pay)

(\*: New hourly academic employee)

<u>Name</u>	<u>Department</u>	<u>Grant</u>	<u>Division</u>
Casimir, Bartholomew T.	Health Science	SFDHS/SFSU CHW Training 00-01	Credit
Donovan, Sharon Mari	Child Dev. & Family Studies	Teahcer & Reading Dev Partnrsrp Gra	Credit
+ Drucker, Ronald	Chemistry	Partnership for Excellence	Credit
+ Hubbell, Judy	Mentoring and Service Learning	Partnership for Excellence	Credit
Jones, Melissa A	Health Science	SFDHS/SFSU CHW Training 00-01	Credit
+ Louie, Louise Y	Teachers' Resource Center	FSS-Inst ESL/Civic Program	NonCredit
Nunez, Sal	Health Science	SFDHS/SFSU CHW Training 00-01	Credit
+ Solow, Michael Alan	Chemistry	Partnership for Excellence	Credit
+ Ta, Hoa M	Extended Oppo Prog & Services	Vatea IIC 2000-2001	Credit
+ Tang-Quan, Ethel I	Matriculation	Partnership for Excellence	Credit
+ Tang-Quan, Ethel I	Bus/Office Tech/Small Bus	School of Business	NonCredit
+ Tse, Annie	Health Science	Children Council-Mayor's Office	Credit

H1 Spring 2001: 12

**SUMMER 2001**

(+: Full-time overload/extra pay)

(\*: New hourly academic employee)

<u>Name</u>	<u>Department</u>	<u>Grant</u>	<u>Division</u>
Abma, Deanna P	Vocational Education	Vatea T3E Tech Prep 00-01	Credit
Anderson, Byron E	Vocational Education	Eco-ATTC 01-02 CT#01-301	NonCredit
Bell, Rosalyn Elai	Child Dev. & Family Studies	State Preschool Full Day 01-02	NonCredit
Bibliowicz, Morris	Information Technology Srvcs	TTIP-HR and Tech 99-00	NonCredit
Bibliowicz, Morris	Contract Education	Eco-Workplace 2000-2001	NonCredit
Boone, Anthony G	Contract Education	San Francisco Airport Comm - 39	NonCredit
+ Bunn, Christine E	Vocational Education	FSS-Learn to Earn More	NonCredit
Calvello III, Michael A.	Information Technology Srvcs	TTIP-HR and Tech 99-00	Credit
Carrese, John Matt	Contract Education	S.F. Hotel Partnership Project	NonCredit
Carrese, John Matt	Contract Education	Eco-Workplace 2000-2001	NonCredit
Cataldo, Beth	Vocational Education	Vatea T3E Tech Prep 00-01	NonCredit
Chapman, Theresa	Cal Works	Calworks 2000-2001	NonCredit
+ Cheng, Eva Yuen	Assessment	WIA-PIC T1 Rapid Response 00-01	NonCredit
+ Cheng, Eva Yuen	Cal Works	Calworks 2000-2001	NonCredit
Chrystal, Yolanda	Career Dev & Placement Ctr	Vatea IIC 2000-2001	NonCredit



TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: Categorically Funded.

	Clark, Leslie E	Cal Works	Calworks 2000-2001	NonCredit
+	Clark, Sunny L	Student Health	Student Health Fees	Credit
	Conahan, Barbara J	Student Health	Student Health Fees	Credit
+	Cook, Venette	Cal Works	Calworks 2000-2001	NonCredit
+	Corbie, Terrence	Contract Education	Fritz Co., Inc.	NonCredit
	Donovan, Sharon Mari	Contract Education	Osaka College - 3	NonCredit
	Donovan, Sharon Mari	Child Dev. & Family Studies	Teahcer & Reading Dev Partnrshp Gra	Credit
	Franeta, Sonja	Vocational Education	SFTD/Muni Safety Training	NonCredit
	Garcia, Ana R	Vocational Education	SFTD/Muni Safety Training	NonCredit
+	Garfinkle, Joan M	Cal Works	Calworks 2000-2001	NonCredit
	Grohe, William E.	Contract Education	Eco-Workplace 2000-2001	NonCredit
+	Guichard, Margaret	Vocational Education	Vatea T3E Tech Prep 00-01	NonCredit
+	Heard, Carol	Learning Assistance	CAP-Writing Success 2000-2001	Credit
+	Hendricks, Joann	Cal Works	Calworks 2000-2001	NonCredit
	Hovanesian, Suzanne A.	Information Technology Srvc	TTIP-HR and Tech 99-00	NonCredit
+	Huynh, Kim-Dung L	Cal Works	Calworks 2000-2001	Credit
	Ikeda, Vivian S	Cal Works	Calworks 2000-2001	NonCredit
+	Iles, Tandy	Cal Works	Calworks 2000-2001	NonCredit
+	Johnson, Elaine A	Biological Sciences	NSF Biolink 00-01	Credit
+	Johnson, Gregory A	Assessment	WIA-PIC T1 Rapid Response 00-01	NonCredit
+	Johnson, Rosemary	Cal Works	Calworks 2000-2001	NonCredit
	Kawamoto, Judy Y	Cal Works	Calworks 2000-2001	NonCredit
+	Korey, Suzanne	Vocational Education	Eco-ATTC 01-02 CT#01-301	NonCredit
+	Korey, Suzanne	Vocational Education	SFTD/Muni Safety Training	NonCredit
	Krost, Mary Robe	Contract Education	San Francisco Airport Comm - 39	NonCredit
	Kwan, Dan Bing	Health Science	Vatea IIC 2000-2001	Credit
	Lau, Pennie S	Contract Education	S.F. Hotel Partnership Project	NonCredit
	Lawson, Alliene M	Cal Works	Calworks 2000-2001	Credit
	Lee, Camilla	Contract Education	Eco-Workplace 2000-2001	NonCredit
	Lewis, Christa M	Consumer Education	Dept. of Public Works - 9	NonCredit
	Loo, Josephine S	Vocational Education	Vatea T3E Tech Prep 00-01	Credit
	Loo, Josephine S	Learning Assistance	CAP-Writing Success 2000-2001	Credit
	Marinelli, Elizabeth Anne	Cal Works	Calworks 2000-2001	NonCredit
	Marinelli, Elizabeth Anne	Cal Works	TANF 2000-2001	Credit
	Martini, Diane Chri	Child Dev. & Family Studies	State Preschool Full Day 01-02	NonCredit
	McMahon, Sean P	Information Technology Srvc	TTIP-HR and Tech 99-00	Credit
	Mijatovic, Katarina	Information Technology Srvc	TTIP-HR and Tech 99-00	Credit
	Minkus, Paula K	Child Dev. & Family Studies	State Preschool Full Day 01-02	NonCredit
+	Mireles, Enrique	Vocational Education	Vatea T3E Tech Prep 00-01	Credit
+	Mogar, Mariannina	Contract Education	Osaka College - 3	NonCredit
	Nuttall, Allan P.	Contract Education	Fritz Co., Inc.	NonCredit
	Parcell, Celeste J	Assessment	WIA-PIC T1 Rapid Response 00-01	NonCredit
	Proulx, Gregory Alle	Learning Assistance	CAP-Writing Success 2000-2001	Credit
	Redfern, Mary A	Student Health	Student Health Fees	Credit
+	Reinhertz, Tannis C	Cal Works	Calworks 2000-2001	NonCredit
+	Rendon, Peggy T	Cal Works	Calworks 2000-2001	NonCredit
	Romano, Lisa C.	Cal Works	Calworks 2000-2001	Credit
	Ruane, Susan H	Child Dev. & Family Studies	Teahcer & Reading Dev Partnrshp Gra	Credit
	Ryan-Garrison, Kate	Assessment	WIA-PIC T1 Rapid Response 00-01	NonCredit
	Schultz, Gabriella T	Transitional Studies	Calworks 2000-2001	NonCredit
	Smith, Lia J	Information Technology Srvc	TTIP-HR and Tech 99-00	Credit



**TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC**  
**EMPLOYEES: Categorically Funded.**

	Speraw, Andrea Ruth	Assessment	WIA-PIC T1 Rapid Response 00-01	NonCredit
+	Stewart, Barbara	Information Technology Svcs	TTIP-HR and Tech 99-00	Credit
	Taha, Richard R	Workshop Monitor	TTIP-HR and Tech 99-00	Credit
	Tang, Gayle Kit-	Health Science	Ca Endowment HCI Training	Credit
	Taylor, Terri	Assessment	WIA-PIC T1 Rapid Response 00-01	NonCredit
	Taylor, Terri	Cal Works	Calworks 2000-2001	NonCredit
+	Thiry, Pierre S	Information Technology Svcs	TTIP-HR and Tech 99-00	Credit
	Trasvina, Nicky R	Assessment	WIA-PIC T1 Rapid Response 00-01	NonCredit
	Turner, Judith A.	Child Dev. & Family Studies	State Preschool Full Day 01-02	NonCredit
	Villazana-Ruiz, Maria del	Child Dev. & Family Studies	Child Care Law Center-Prf Dev Proj	NonCredit
	Villazana-Ruiz, Maria del	Child Dev. & Family Studies	Foster Parent Ed 2000-2001	NonCredit
	White, Eva G	Child Dev. & Family Studies	State Preschool Full Day 01-02	NonCredit
+	White, Kathleen C	Child Dev. & Family Studies	Teahcer & Reading Dev Partnrshp Gra	Credit
+	White, Kathleen C	Child Dev. & Family Studies	CA EC Mentoring Prog 00-01	Credit
	Wolf-Prusan, Rebecca J	Assessment	WIA-PIC T1 Rapid Response 00-01	NonCredit
+	Wong, Anna Q	Cal Works	Calworks 2000-2001	NonCredit
	Wong, Lorena E	Student Health	Student Health Fees	Credit
	Wong, Manuel K	Child Dev. & Family Studies	Teahcer & Reading Dev Partnrshp Gra	Credit
	Yu, Howard K	Cal Works	Calworks 2000-2001	NonCredit
+	Yu, Raymond K	Cal Works	Calworks 2000-2001	NonCredit

H1 Summer 2001: 86

**Total for H1: 98****Total Records: 98**

010628 - H2  
Categorically  
Funded  
Full-Time  
Temporary  
Assignment  
2001-2002

**RESOLVED:** That the following named academic employee be appointed to Categorically Funded Temporary Full-Time assignment pursuant to Education Code Section 87470 for the term and year shown. Appointment shall be contingent upon adequate class enrollment, possession of applicable required minimum qualifications and/or applicable credential, tuberculosis clearance, verification of satisfactory physical examination, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule. Categorically funded as indicated:

<u>NAME</u>	<u>DEPARTMENT</u>	<u>ACTIVITY</u>	<u>BUDGET</u>	<u>EFFECTIVE DATES</u>
MAGEE, Mary	Workforce Education	Career Counselor / Job Developer	CalWORKS(980625-B23) 123115-7903-1240-6470N	08/15/01 - 05/24/02





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 28, 2001 **L1**  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor  
**Subject:** Human Resources  
Authorization to amend employment Contract (s)  
(Resolution No. 010628-L1 )

## BACKGROUND INFORMATION:

The Board of Trustees by Resolution No. 791120-B1 has made available to its employees the provisions of Section 403 (b) of the United States Internal Revenue Code and Section 17501 of the California Revenue and Taxation Code.

Employees of the San Francisco Community College District may enter into an amendment of their employment contracts for the purpose of effecting a reduction in the salaries paid to such employees, and that for each employee who voluntarily elects to accept such reduction in his or her salary, the San Francisco Community College District shall, as directed by such employee, a) purchase, with an amount equal to the reduction in salary, a nontransferable annuity contract issued by an insurance company selected by the employee concerned, or b) contribute an amount equal to such reduction in salary to a custodial account of a custodian selected by the employee, in which all rights under said custodial account shall be exercisable by the employee concerned.

## RECOMMENDATION:

**RESOLVED:** That the Board of Trustee of the San Francisco Community College amend employment contract for the purpose of (a) purchasing tax sheltered annuities, (b) contributing to tax sheltered custodial accounts, for those employees requesting such purchases or contributions, and (c ) termination of the amendment to employment contract, complying with the provisions of Section 403 (b) of the United States Internal Revenue Code, and Section 17501 of the California Revenue and Taxation Code.

### BOARD OF TRUSTEES

DR. NATALIE BERG, PRESIDENT • RODEL E. RODIS, VICE PRESIDENT • JOHNNIE L. CARTER, JR.  
DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE  
06/28/01 - L1 page 1  
DR. PHILIP R. DAY, JR., CHANCELLOR



a) <u>INSURANCE COMPANIES</u>	<u>I. D. NO.</u>	<u>BI-WEEKLY AMOUNT</u>
American General	55021	50.00
Met Life	15140	100.00
Prudential	11940	283.00
Security First	57084	100.00
State Street Bank STRS	54933	403.85
TIAA-Cref	18428	300.00
VALIC	32648	75.00
VALIC	56892	200.00
VALIC	56564	433.25
VALIC	55567	50.00

b) <u>CUSTODIAL ACCOUNTS</u>	<u>I. D. NO.</u>	<u>BI-WEEKLY AMOUNT</u>
Janus	56562	100.00
Vanguard	55872	320.00
Vanguard	56162	100.00

c) <u>TERMINATION/CANCELLATIONS</u>	<u>I.D. NO.</u>	<u>BI-WEEKLY AMOUNT</u>
Paul Revere	56162	100.00
Security First	54649	125.00
VALIC	07136	500.00
Vanguard	55106	200.00

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to purchase such annuity contracts or contribute to such custodial accounts, subject to ratification by the Board of Trustees.

James Kendrix, Originator  
Board Date – 010621L1 page 2



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 28, 2001  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor  
**Subject:** Academic Employees  
Community Services Classes  
City College of San Francisco  
(Resolutions 010628-N1)

N1

## BACKGROUND INFORMATION:

Resolutions 010628-N1 covers appointments of academic employees to Community Service Classes and/or other related transactions pursuant to the provisions of California Education Code #78300. All appointments are classified as temporary, hourly unless otherwise stated in the resolution. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

Clara Starr, Originator

## BOARD OF TRUSTEES

DR. NATALIE BERG, PRESIDENT • RODEL E. RODIS, VICE PRESIDENT • JOHNNIE L. CARTER, JR.

DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE

DR. PHILIP R. DAY, JR., CHANCELLOR

**RESOLVED:** That the following named persons be appointed to temporary part-time academic assignments in Community Services and related Programs pursuant to Education Code Section 78300. Employment is contingent upon adequate class enrollment, possession of applicable required minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time faculty shall not exceed 60% of the hours per week considered as full-time assignments for regular employees having comparable duties. Total overload/extra pay assignments for full-time faculty shall be in accordance with the relevant provisions of the appropriate bargaining contract and the City College of San Francisco Faculty Handbook.

**SPRING 2001**

(+: Full-time overload/extra pay)

(\*: New hourly academic employee)

<u>Name</u>	<u>Department</u>	<u>Division</u>
Harlow, Nicole Anne	Institute for Int'l Students	NonCredit
Hartman, Catherine Eli	Institute for Int'l Students	NonCredit
+ Larson, Penelope A	Institute for Int'l Students	NonCredit

*N1 Spring 2001: 3***Total for N1: 3****Total Records: 3**



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 28, 2001

S1

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: SPECIAL**

**Recommend Adopting Amended Wage Rates, Granting Additional Holidays, and Authorizing the Administration to Grant Inequity Adjustments for Unrepresented Classified Management, Supervisory, and Confidential Employees for Fiscal Year 2001-2002  
(Resolution No: 010628-S1)**

**BACKGROUND INFORMATION:**

The administration maintains a record of all unrepresented classified "Management," "Supervisory," and/or "Confidential" classifications, or persons or positions within classifications (hereinafter "employees") consistent with its obligation under the Educational Employment Relations Act (EERA, Government Code Section 3540 et seq.). The Chancellor is recommending adjusting the wage rates, granting additional holidays; and authorizing the administration to grant inequity adjustments to eligible classifications for Fiscal Year 2001-2002 for unrepresented classified employees as set forth herein.

**RECOMMENDATION:**

RESOLVED: That the Board of Trustees adopts and amends the wage rates, grants additional holidays, and authorizes the administration to grant inequity adjustments for unrepresented classified employees as follows:

General Wage Increase

The wage rates in effect as of the date of this Resolution shall be increased across the board by four percent (4.0%), effective July 1, 2001.

Additional Holidays

Employees shall be granted additional holidays on December 26, 27, 28, and 31, 2001.

Inequity Adjustments



The Administration in its discretion shall provide each eligible classification an inequity adjustment for Fiscal Year 2001-2002.

FURTHER BE IT RESOLVED: That the Chancellor and the Vice Chancellor of Administration and Finance, and/or their designee(s) are hereby authorized and directed to implement this Resolution and to submit any necessary finance resolutions to fund implementation of this Resolution.

Peter Goldstein, Originator



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 28, 2001 **S2**

**TO:** Board of Trustees

**FROM:** Dr. Philip Day, Jr., Chancellor

**SUBJECT: SPECIAL**

**Approval of new courses recommended by the  
College Curriculum Committee (01/31/01 –  
04/25/01).  
(Resolution No. 010628-S2 )**

## **BACKGROUND INFORMATION:**

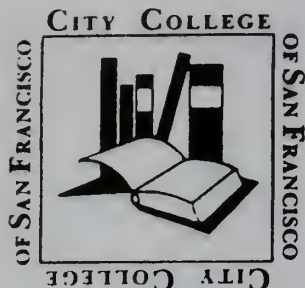
Board Policy 6.03 provides that "all associate degree credit courses, nondegree credit courses and noncredit courses are to be recommended by the College Curriculum Committee which is established in accordance with state law. Any courses which are properly recommended may be implemented only after the recommendation is adopted by the Board of Trustees."

Since the January 31, 2001 publication deadline of the catalog, the College Curriculum Committee has approved new courses. A list of these courses is attached to this resolution. Board of Trustees approval is sought so that the college may offer these courses.

## **RECOMMENDATION:**

**RESOLVED:** That the attached list of new courses approved by the College Curriculum Committee between January 31, 2001 and April 25, 2001 is hereby approved by the Board of Trustees of the San Francisco Community College District.

Brian E. Ellison, Originator



## COLLEGE CURRICULUM COMMITTEE

### ACTIONS OF THE COLLEGE CURRICULUM COMMITTEE

#### FALL 2000

#00-10-25-04 Business Department, INTR 173 "Export-Import" (3 units)

#### SPRING 2001

#### NEW PERMANENT COURSES

#01-01-31-01 Theater Arts Department, TH A 143 "Character Voices: Voice-Over" (3 units)

#01-01-31-04 Earth Sciences Department, OCAN 1 "Oceanography" (3 units)

#01-01-31-05 Earth Sciences Department, OCAN 1L "Oceanography Laboratory" (1 unit)

#01-01-31-06 Automotive / Trade Skills Department, TIEE 9576 "Electrical Applications in Construction" (Noncredit)

#01-01-31-10 Older Adults Department, OLAD 7210 "Medical Options for Older Adults" (Noncredit)

#01-01-31-11 Older Adults Department, OLAD 7403 "Modern Literature - Older Adults" (Noncredit)

#01-01-31-12 Older Adults Department, OLAD 7502 "The Internet for Older Adults" (Noncredit)

#01-01-31-13 Older Adults Department, OLAD 7503 "Art and Computers - Older Adults" (Noncredit)

#01-01-31-15 Film Department, FILM 56 "Introduction to Digital Film Editing" (3 units)

#01-01-31-16 Film Department, FILM 76 "Advanced Digital Film Editing" (3 units)

#01-01-31-19 Interdisciplinary Studies Department, IDST 144 "Current Topics in Web Site Production" (2 units)

#01-01-31-20	Interdisciplinary Studies Department, IDST 145 "Storytelling / Storyboarding" (3 units)
#01-01-31-22	Interdisciplinary Studies Department, IDST 147 "3D Imaging for Multimedia " (3 units)
#01-02-28-02	Journalism Department, JOUR 40 "Civic Journalism" (3 units)
#01-02-28-03	Computer & Information Science Department, CIS 327 "Windows Network Infrastructure" (3 units)
#01-02-28-04	Computer & Information Science Department, CIS 328 "Active Directory for Windows" (2 units)
#01-02-28-05	Computer & Information Science Department, CIS 329 "Windows Network Services Design" (3 units)
#01-02-28-06	Computer & Information Science Department, CIS 167S "Unix Shell Scripting" (1 unit)
#01-03-14-01	Administration of Justice Department / Fire Science, ADMJ 103 "Investigative Techniques for Patrol" (1 unit)
#01-03-14-02	Administration of Justice Department / Fire Science, ADMJ 104 "Rifle Marksmanship" (2 units)
#01-03-14-03	Administration of Justice Department / Fire Science, ADMJ 105 " Stress in the Police Workplace" (1 unit)
#01-03-14-04	Administration of Justice Department / Fire Science, ADMJ 106 " Police Haz-Mat First Responder Operational" (2 units)
#01-03-14-05	Administration of Justice Department / Fire Science, ADMJ 107 "NBC Hazardous First Responder/Police" (0.5 units)
#01-03-14-07	Physical Education and Dance Department, PE 576A-576B-576C "Argentine Tango (Beg., Int. & Adv.)" (1-1-1 unit)
#01-03-14-08	Physical Education and Dance Department, PE 577 "Argentine Tango - Follower " (1 unit)
#01-03-14-09	Physical Education and Dance Department, PE 578 "Argentine Tango Production" (1 unit)
#01-03-14-15	Automotive / Trade Skills Department, TITA 9680 "Assistant Conductor Training" (240 hours)
#01-03-14-16	Biological Sciences Department, BIO 101A "General Biology" (5 units)



**ATTACHMENT A**  
**RESOLUTION NO. 010628-S2**

#01-03-14-17	Biological Sciences Department, BIO 101B "General Biology" (5 units)
#01-04-25-01	Behavioral Sciences Department, PSYC 27 "Psychology of Investing" (1 unit)
#01-04-25-03	Business Department, L A 69 "Communications Law" (3 units)
#01-04-25-04	Child Development & Family Studies Department, CDEV 150 "Orientation to Education" (3 units)
#01-04-25-05	Biology Department, BIO 32 / IDST 9 "Marine Biology" (3 units)
#01-04-25-06	Biology Department, BIO 32L "Marine Biology Laboratory" (1 unit)
#01-04-25-13	Interdisciplinary Studies Department, IDST 14 "American Cultures in Literature & Film" (3 units)
#01-04-25-15	Health Care Technology Department, MED 49 "Clinical Procedures" (4 units)
#01-04-25-28	Automotive / Trade Skills Department, AUTO 90-A "Introduction to Automotive Technology" (4 units)
#01-04-25-29	Automotive / Trade Skills Department, AUTO 90-B "Introduction to Automotive Technology – Tires, Batteries, Accessories" (4 units)
#01-04-25-30	Automotive / Trade Skills Department, AUTO 92-A "Engine Repair" (4 units)
#01-04-25-31	Automotive / Trade Skills Department, AUTO 92-B "Engine Repair-Machine Shop Practices" (4 units)
#01-04-25-37	Automotive/ Trade Skills Department, TIXX 9709 "California and San Francisco Plumbing Code" (Noncredit)
#01-04-25-38	English Department, ENGL 60 "Identity in Current Ethnic Fiction" (3 units)
#01-04-25-39	Engineering and Technology Department, ET 108A "Practical Mathematics I" (3 units)
#01-04-25-40	Engineering and Technology Department, ET 108B "Practical Mathematics II" (3 units)

- #01-04-25-47 Hospitality Training Department, TIHI 9641 "Introduction to Banquet Service" (Noncredit)
- #01-04-25-48 Hospitality Training Department, ESLV 3835 "VESL for Banquet Servers" (Noncredit)

### **NEW ONLINE SECTIONS OF EXISTING COURSES**

- #01-02-28-07 Computer & Information Science Department, CIS 167S "Unix Shell Scripting" (1 unit)
- #01-02-28-08 Business Department, MABS 405 "Developing Web Sites-Front Page" (3 units)
- #01-02-28-09 Foreign Language Department, ITAL 1A "Elementary Italian" (3 units)
- #01-02-28-10 Theater Arts Department, TH A 1 "Introduction to Theatre" (3 units)
- #01-02-28-11 Disabled Students Programs & Services Department, DSPS P "Perspectives on Disability Rights" (1 unit)
- #01-03-14-13 Business Department, ACCT 53 "Accounting on the Microcomputer" (3 units)
- #01-03-14-18 Biological Sciences Department, BIO 101A "General Biology" (5 units)
- #01-04-25-02 Behavioral Sciences Department, PSYC 27 "Psychology of Investing"(1 unit)

### **NEW TOPICAL COURSES**

- #01-03-28-01 Art Department, ART 123U  
"18<sup>th</sup> C Fr Painting at the Legion" (3 units)
- #01-04-25-14 Interdisciplinary Studies Department, IDST 28G "Current Issues in India and Pakistan" (3 units)
- #01-04-25-41 Photography Department, PHOT 101G "Pinhole Photography" (1 unit)

- #01-04-25-42      Photography Department, PHOT 101B "Hand Tinting Photographs" (1 unit)
- #01-04-25-43      Photography Department, PHOT 101C "Self Portraiture" (1 unit)
- #01-04-25-44      Photography Department, PHOT 101D "Landscape Photography" (1 unit)
- #01-04-25-45      Photography Department, PHOT 101E "Informal Portraiture" (1 unit)
- #01-04-25-46      Photography Department, PHOT 101F "Polaroid and Emulsion Transfer" (1 unit)

### NEW UMBRELLA COURSE

- #01-04-25-07      Biology Department, BIO 80 "Selected Topics in Biology" (0.5 unit)

### COURSE REVISIONS

- #01-01-31-02      Theater Arts Department, TH A 145 "Performance Art New Media Workshop" (3 units)  
-- Revision of course title from "**Multimedia in Performance**", revision of catalog description
- #01-01-31-03      English Department, ENGL 26 "Intensive Study and Use of English Grammar" (3 units)  
-- Revision of course title from "**Intensive Review of English Grammar**"
- #01-01-31-08      Computer & Information Science Department, CIS 133 "Computer Graphics" (3 units)  
-- Revision of course title from "**Computer Graphics and Desktop Publishing**"; revision of catalog description and contents
- #01-01-31-09      Computer & Information Science Department, CIS 164 "MS-DOS for Windows" (2 units)  
-- Revision of course hours from 2 to 3
- #01-01-31-17      Graphic Communications Department, GRPH 27 "Survey of Print Production" (3 units)  
-- Revision of units from 4 to 3



- #01-01-31-21 Interdisciplinary Studies Department, IDST 146 "2D Animation for Multimedia" (2 units)  
-- Revision of course number from 155 to 146
- #01-03-14-10 Physical Education and Dance Department, PE 50A-50B-50C "Fitness Center Super Circuit" (0.5-1-2 units)  
-- Revision of course number from 50 to 50A,B,C; revision of course hours from 2 to variable units
- #01-03-14-11 Social Sciences Department, ECON 1 "Principles of Macroeconomics" (3 units)  
-- Revision of course title from "Principles of Economics"
- #01-03-14-12 Social Sciences Department, ECON 3 "Principles of Microeconomics" (3 units)  
--Revision of course title from "Principles of Economics"
- #01-04-25-08 Biology Department, BIO 50 "Briefings in Biotechnology" (1 unit)  
-- Revision of course title from "Briefing in Genetic Engineering: Principles, Products, and Prospects"; revision of catalog description
- #01-04-25-09 Biology Department, GEN 11 "Genetics Laboratory" (1 unit)  
-- Revision of catalog description
- #01-04-25-16 Health Care Technology Department, MED 56 "Administrative Procedures" (3 units)  
-- Revision of catalog description
- #01-04-25-17 Health Care Technology Department, MED 70  
"Bookkeeping/Insurance Procedures" (3 units)  
-- Revision of units from 2 to 3; revision of repeatability from 0 to 1; revision of hours from Lec-2, Lab-1 to Lec-2, Lab-3
- #01-04-25-18 Health Care Technology Department, MED 82 "Internship/ Certification" (5 units)  
-- Revision of catalog description
- #01-04-25-26 Computer & Information Science Department, CIS 132T "Networking with TCP/IP" (3 units)  
-- Revision of catalog description

#### **REVISION IN DEGREE / CERTIFICATE CURRICULUM**

- #01-03-14-06 Administration of Justice / Fire Science Department, Award of Achievement - Fire Science Technology
- #01-04-25-19 Health Care Technology Department, "Certificate in Medical Office Assisting"



-- Revision of certificate to replace **ANAT 14** with **ANAT 25** and **PHYS 1** or **PHYS 12**, renumbered **MED 51** to **MED 49**.

### **NEW DEGREE / CERITFICATE CURRICULUM**

#01-01-31-18	Graphic Communications Department, "Digital Printing & Publishing"
#01-01-31-23	Interdisciplinary Studies Department, "Multimedia Studies, Concentration in Animation"
#01-01-31-24	Interdisciplinary Studies Department, "Multimedia Studies, Concentration in Web Programming (Fast Track)"
#01-01-31-25	Interdisciplinary Studies Department, "Multimedia Studies, Concentration in Web Production (Fast Track)"
#01-04-25-12	Biology Department, "Certificate in Biomanufacturing"
#01-04-25-20	Computer Information & Science, "Computer Programming: Java"
#01-04-25-21	Computer Information & Science, "Routing & Switching (CISCO)"
#01-04-25-22	Computer Information & Science, "Computer Programming: C++"
#01-04-25-23	Computer Information & Science, "Windows Networking"
#01-04-25-24	Computer Information & Science, "Web Site Administration"
#01-04-25-25	Computer Information & Science, "Computer Programming: Visual Basic with Database"

### **COURSE DELETIONS**

#01-01-31-07	Computer & Information Science Department, CIS 112 "Programming, Fortran" (3 units)
#01-04-25-10	Biology Department, BIO 1A "General Biology" (5 units)
#01-04-25-11	Biology Department, BIO 1B "General Biology" (5 units)

- #01-04-25-27 Computer & Information Science Department, CIS 130 "Computer Telecommunications" (3 units)
- #01-04-25-32 Automotive / Trade Skills Department, Auto 80 "Automotive Workplace Skills" (3 units)
- #01-04-25-33 Automotive / Trade Skills Department, Auto 83 "Automotive Machine Shop" (4 units)
- #01-04-25-34 Automotive / Trade Skills Department, Auto 90 "Introduction to Automotive Technology" (3 units)
- #01-04-25-35 Automotive / Trade Skills Department, Auto 92 "In Car Engine Repair & Diagnosis" (4 units)
- #01-04-25-36 Automotive / Trade Skills Department, Auto 99 "Tires, Batteries & Accessories" (3 units)

**AUTOMATIDC COURSE DELETIONS (FROM INACTIVE LIST)**

(No Actions)

**COURSE DEACTIVATIONS**

(No Actions)

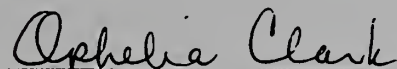
APPROVED:



Frances Lee, Vice Chancellor of Academic Affairs

Date:

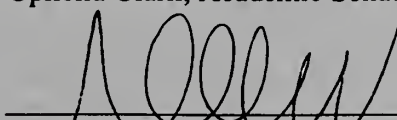
5/24/01



Ophelia Clark, Academic Senate President

Date:

5/22/01



Michael Kelly, Curriculum Committee Chair

Date:

5/22/01





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**Date:** June 28, 2001

**S3**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: SLBE PROGRAM**

**Adoption of Small Local Business Enterprises  
(SLBE) program  
(Resolution No. 010628-S3)**

## BACKGROUND INFORMATION:

The Board of Trustees last month adopted a Small Local Business Enterprises (SLBE) Policy by enacting Policy Manual Section 7.24. (Resolution No. 010426-P1) That resolution, in part, stated that a specific program would be brought before the Board in May 2001. The implementation of the SLBE policy requires that the Board adopt a specific program. Administration proceeded to establish a program to develop and implement this policy. A resolution adopting a specific program was brought to the Board in May of 2001. However, it was withdrawn for the purpose of giving the Board and staff additional time to review and revise.

Mason-Tillman Associates, Ltd., in conjunction with Administration, has been meeting with community representatives to obtain input for such a program. With invaluable input from the construction and construction-related community they have crafted a program that can serve as a basis to meet the Boards object of implementing the SLBE policy. Additionally, the attached document shows the changes that were made to the proposed program from the earlier version distributed to the Board and public at the May 2001 Board meeting. and the current version being recommended at this Board meeting of June 28, 2001. The program in this version represents the latest in continuing refinement to the program previously adopted by the Board to address the fact that certain groups of construction and construction-related contractors had previously not participated in District construction opportunities for a variety of reasons. Refinements are made based on the legal environment, input from contractors themselves and experience in the previous program.

It has long been recognized that enterprises that do business in San Francisco face greater challenges in terms of higher taxes, rent, wages, and insurance. Small businesses in San Francisco face the same challenges as larger San Francisco Businesses. These small businesses are valuable in providing

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### BOARD OF TRUSTEES

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employment opportunities to San Francisco residents, contributing to the economic development and vitality of the City, and bringing a fresh perspective to the business community. Thus the District should encourage opportunities for small local businesses, especially in its construction and construction-related services, by adopting a small local business enterprise program.

**RECOMMENDATION:**

RESOLVED: That the Board of Trustees of the San Francisco Community College District hereby adopts the Small Local Business Enterprise Program.

FURTHER BE IT RESOLVED: That the Board of Trustees of San Francisco Community College District declares to adopt the Small Local Business Enterprises Program, a copy of which is on file with the Secretary to the Board and which is hereby incorporated by reference into this resolution.

Ron Lee, Originator  
David Liggett, Originator

**CITY COLLEGE OF SAN FRANCISCO**

**SMALL LOCAL**

**BUSINESS**

**ENTERPRISES**

**PROGRAM**

**(SLBE)**

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# 1

## **SLBE POLICY ON CONSTRUCTION AND CONSTRUCTION-RELATED PROFESSIONAL SERVICES**

It is the policy of the San Francisco Community College District (the District) to ensure full and equal business opportunity for all Small Local Business Enterprises (SLBEs) wishing to do business with the District.

The District has made the following findings concerning SLBEs:

- SLBEs that seek to enter into contracts with the District are at a competitive disadvantage with businesses from other areas because of the higher administrative costs of doing business in San Francisco (e.g., higher taxes, higher rents, higher wages and benefits for labor, higher insurance rates, etc.).
- The public interest is served by encouraging businesses to locate and remain in the District's market area, the City and County of San Francisco, through the provision of bid discounts or evaluation credits in the awarding of District contracts to small local businesses.
- Policies and programs that enhance the opportunities and entrepreneurial skills of small local businesses will best serve the public interest because the growth and development of such businesses will have a significant positive impact on the economic health of the District's market area.
- The bid preference mechanism has the advantage of affording SLBEs a competitive "plus" when bidding or proposing on District contracts. The bid preference mechanism does not exclude any potential contractor. It encourages competition and thereby ensures that the

District is contracting with responsible, efficient contractors. Consequently, the bid preference mechanism will assist SLBEs to obtain District contracts.

The staff of the District will take affirmative steps to encourage SLBEs to participate in District construction and construction-related professional services work at both the prime contractor and subcontractor level. Special effort will be taken to encourage small local businesses to participate in activities that enhance their ability to perform work. Outreach efforts will be targeted to new businesses as well as existing businesses in the City and County of San Francisco.

---

# 2

## **SLBE PROGRAM ON CONSTRUCTION AND CONSTRUCTION-RELATED PROFESSIONAL SERVICES**

### **I. DEFINITIONS**

The following is a list of definitions for terms used throughout this SLBE Program. The terms are arranged in alphabetical order.

- 1) "Bid" shall mean and include offer by a bidder or contractor to perform or provide labor, materials or equipment to the District for a price.
- 2) "Bidder" shall mean a person or firm who submits a bid.
- 3) "Construction work" shall mean all public projects as defined by section 22002(b) of the California Public Contract Code, including construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any District-owned, leased or operated facility. "Construction work" shall also mean maintenance as defined by section 20656 et seq. of the California Public Contract Code, including carpentry, electrical, plumbing, glazing, and other craft work consistent with preserving the District's facilities in a safe, efficient, and continually usable condition.
- 4) "Construction-related professional services" shall mean architectural services, engineering services, and consulting and other professional services performed in preparation for, or in conjunction with, construction work.



- 5) "Contract" shall mean and include any agreement between the District and a person or company to provide labor, materials or equipment for a construction or construction-related professional service project funded by the District.
- 6) "Contractor" (See definition of prime contractor.)
- 7) "Consultant" (See definition of prime consultant)
- 8) "District" shall mean the San Francisco Community College District.
- 9) "Goals" shall mean the relevant share of Local Business Enterprise participation required by the District in construction-related professional services contracts in a given trade or profession.
- 10) "Joint venture" shall mean an association of two or more businesses to carry out a single business enterprise for profit, for which purpose they combine their property, capital, efforts, skills and knowledge. Each party to the joint venture must hold a current, active license in good standing and must share in risks and gains to the extent of the party's participation in the joint venture. To be counted for the purposes of this program, joint ventures must be certified by the San Francisco Human Rights Commission under section V, below. The District is not governed by the City & County of San Francisco, nor the San Francisco Human Rights Commission. The District is merely using the SFHRC definition.
- 11) "Small Local Business Enterprise" or "SLBE" shall mean a business enterprise with an established office(s) located within the boundaries of the City and County of San Francisco and which has been certified by the San Francisco Human Rights Commission as a Local Business Enterprise.
- 12) "Statement of Qualifications" shall mean and include offer by a consultant in response to a request for qualifications to perform construction-related professional services to the District for a price.
- 13) "Operate" shall mean being actively involved in day-to-day management, and not merely acting as officers or directors.
- 14) "Participation" shall mean that in utilizing one or more SLBE firms to satisfy the District's subconsulting requirements, the consultant may count toward his/her subconsulting goals only those SLBE firms that perform a commercially useful function for payment.

- 15) "Prime Contractor" shall mean any person(s), firm, partnership, corporation, or joint venture that submits a bid to perform work, and/or enters into a contract with the District.
- 16) "Prime Consultant" shall mean any person(s), firm, partnership, corporation, or joint venture that submits a statement of qualification or proposal to provide services, and/or enters into a contract with the District.
- 17) "Proposal" shall mean and include offer by a proposer or consultant to perform construction-related professional services to the District for a price.
- 18) "Proposer" shall mean a person of firm that submits a proposal or statement of qualifications
- 19) "Project" shall mean a contract or series of contracts to perform construction work or construction-related professional services work.
- 20) "Subcontractor" shall mean any individual, partnership, corporation or other legal entity entering into a contract with the prime contractor to perform a portion of the work.
- 21) "Subconsultant" shall mean any individual, partnership, corporation or other legal entity entering into a contract with the prime consultant to perform a portion of the work.
- 22) "Target" shall mean the level of small local business participation in construction-related professional service contracts that the District encourages prime consultants to achieve in meeting the goals that reflect the availability of small local businesses in a given trade or profession.

## **II. POWERS AND DUTIES OF THE DISTRICT**

In addition to the duties and responsibilities enumerated elsewhere in this Program, the District will do the following:

The District's Chancellor or designee shall assume primary responsibility for achieving the goals of this program and shall review, on a continuing basis, all aspects of the Program's operations to assure that the purpose is being achieved.

When the District determines that it has reason to believe a company has committed fraudulent acts in representing that it is an SLBE, the District may exempt the organization from future District

contracts, enforce any of the penalties set out in section XVIII, below, and/or report such fraudulent companies to the appropriate government authorities for criminal prosecution.

The Compliance Officer will have primary responsibility to implement and enforce compliance with this Program. ~~The Compliance Officer needs the following skills:~~

- ~~• understanding of program requirements;~~
- ~~• understanding of the procurement process;~~
- ~~• experience in mediating disputes;~~
- ~~• experience in reviewing contractors' efforts to comply with the bidding process; and~~
- ~~• experience in tracking prime contractors' utilization of subcontractors.~~

The program requirements can be met by the District's hiring staff or by hiring an outside consultant with appropriate experience, as determined by the District.

Where there is any dispute or disagreement over the application, intent or meaning of this program, the District in its sole discretion shall make the final determination.

### III. GOALS AND INCENTIVES

There are two types of subconsulting goals: (1) overall program goals which represent the percentage of SLBE subconsulting utilization the District will seek to achieve on an annual basis on construction-related professional service contracts, and (2) construction-related professional service contract specific subconsulting goals which will be set on a project-by-project basis.

The District has also established incentives to enhance SLBE participation at the prime contractor level on construction contracts under \$15,000 and on construction-related contracts under \$500,000. The following table summarizes the application of the subconsulting goal and the prime contractor incentive programs:

	Type of program	Size of Contracts Included
Construction Prime Contracts	Bid discounts	Contracts below \$15,000
Construction-related Professional service Prime Contracts	Evaluation credits	Contracts below \$500,000
Construction-related Professional service Subcontracts	Contract subcontracting goals	All contracts with subcontracting opportunities and where SLBEs are available to perform subcontracts

Section III.B., below, addresses subconsultant goals, while section IV addresses prime contractor bid discounts and prime consultant evaluation credits.

#### *A Overall Program Goals and Targets*

##### 1. Goals

The District has established an overall program goal to ensure an adequate level of SLBE participation in District construction-related professional service subcontracts. The annual SLBE subconsultant participation goal will be based on the availability of certified small local businesses for construction-related professional services:

#### **Construction-Related Professional Service Goals**



SLBE subconsulting : 50%

### ***B Project Subconsultant Goals***

The District will set project-specific subconsultant goals on each construction-related professional service contract, based on the availability of SLBEs to perform the specified work required for the proposed project. The source used by the District to identify firms is the San Francisco Human Rights Commission's LBE certification list as discussed in section V below.

It is the objective of the District that the SLBE goals are met on each construction-related professional service contract awarded. No contract with SLBE goals shall be awarded to any consultant who has failed to meet these goals unless the consultant has made a good faith effort to meet the goals but was still not able to do so.

## ***IV. BID DISCOUNTS AND EVALUATION CREDITS***

The District is offering to SLBE firms an incentive bid discount on construction projects under \$15,000, and evaluation credits on construction-related professional services projects under \$500,000. The bid discounts and evaluation credits are intended to counterbalance the competitive disadvantage experienced by small local business enterprises.

The discounts and evaluation credits will apply as summarized in the following table:

<b>Type of Incentive Offered</b>	
<b>Construction Prime Contracts</b>	Bid discounts for projects below \$15,000
<b>Architecture and Engineering Prime Contracts</b>	Evaluation credits on projects below \$500,000

### ***A Informal Construction Contracts***

On construction projects, bids which receive the discount will be evaluated lower by the percentage of the stated discount. This bid discount will not affect the amount a contractor will be paid on performance of a contract. Bid discounts may apply to construction projects under \$15,000, except where prohibited by state or federal law or regulation. Contracts below this size are not subject to the State law requirement that the lowest bidder be selected.

The District may extend a ten percent (10%) discount to a SLBE prime contractor.

## ***B Construction-Related Professional Services***

On construction-related professional service contracts, evaluation credits will be applied to rating points for the consultant evaluations. Discounts may apply to construction-related professional service contracts awarded under \$500,000, except where prohibited by state or federal law or regulation. The District may extend evaluation credits as follows:

- 1) To joint ventures with SLBE participation:
  - i) A two percent (2%) evaluation credit if SLBE participation in the joint venture is more than thirty-three percent (33%) but less than fifty-one percent (51%);
  - ii) A three percent (3%) evaluation credit if SLBE participation in the joint venture is fifty-one percent (51%) or greater.
- 2) A five percent (5%) evaluation credit to non-SLBE consultants who meet or exceed the SLBE subconsulting goal.
- 3) A ten percent (10%) evaluation credit to a SLBE prime consultant.

A prime consultant may claim no more than one of the three evaluation credits.

## ***V. CERTIFICATION OF SLBE FIRMS***

### ***A Certification Standards***

Small local businesses must be certified prior to the time proposals are due in order to receive credit toward the achievement of the SLBE goals. If a firm has been certified as a Local Business Enterprise by the San Francisco Human Rights Commission (HRC), the District will accept the certification. Lists of HRC certified companies are located on the Internet at [www.ci.sf.ca.us/sfhumanrights/directry.htm](http://www.ci.sf.ca.us/sfhumanrights/directry.htm). HRC's Local Business Enterprise certification requires geographical location in San Francisco and a demonstration of the economic disadvantage experienced by local businesses in San Francisco. For this reason, HRC certification is required by the District.

## *B Investigations and Challenges of SLBE Status*

The District may, at its sole discretion, initiate an investigation of a certification if it has reason to believe there is some question regarding the degree of ownership and control. An investigation may also be initiated if a person, another firm, or an organization protests the certification of a SLBE. The protest must be in writing, addressed to the Contract Compliance Officer, and must clearly delineate the character of the protest, and must state the reasons, including any evidence, that the protester questions the validity of a SLBE certification.

The District will forward this information to HRC, and in addition, may independently investigate the complaint. If, upon completion of the investigation, the District determines that the complaint is meritorious, it will not include the challenged firm's participation in its calculation of goal attainment. It may also levy penalties against the firm as described in Part XVIII, below.

## *VI. CONTRACT SIZE*

The District will use its best efforts to design contracts to most effectively enhance the opportunity for participation by SLBE firms to the maximum extent feasible in accordance with applicable law. When feasible, the District will direct its project designers to identify work that could be performed by small local businesses. The District will use its best efforts to encourage SLBE firms to bid on the smaller units of work. Construction projects which are estimated to cost more than the advertisement threshold for construction work set forth in sections ~~2202~~ 22002 et seq. and 20656 et seq. of the California Public Contract Code, and which will take place at different locations, may be segmented and awarded separately. In determining whether projects should be divided, the following criteria will be reviewed:

- whether the project takes place in more than one location;
- the size and complexity of the project;
- the similarity of work involved;
- difficulty of dividing the project;
- public safety and convenience; and
- project segmentation cost.



## **VII. INFORMAL PURCHASING TARGETED TO SLBE CONSTRUCTION FIRMS**

The District will contact at least one SLBE firm to solicit a bid on informal construction contracts. Informal solicitation and bid activity will also be tracked and monitored by the Compliance Officer.

## **VIII. PURCHASING TARGETED TO SLBE CONSTRUCTION RELATED-PROFESSIONAL SERVICE FIRMS**

Whenever the District plans to contract for construction related professional services, the District will contact at least one SLBE firm to solicit a qualifications and/or a proposal on construction-related professional service contracts. Solicitation activity will also be tracked and monitored by the Compliance Officer.

## **IX. PRE-AWARD PROCESSES**

Written SLBE procedures will be established for the procurement of construction and construction-related professional services. These procedures will guide the implementation of the pre-award process.

### ***A Draft Contracting Documentation***

District project managers or their designee will include the SLBE requirements in their documents for each project. This documentation will be developed consistent with the District's SLBE program, as well as budgetary and other considerations. Upon receipt of draft documentation, the compliance officer will review the relevant documents to ensure inclusion of appropriate contracting language regarding the SLBE requirements.

### ***B Good Faith Effort to Attain Goals***

It is the policy of the District to fulfill its subconsulting goals for SLBE participation, where applicable. In order to award a contract to a prime consultant that has failed to meet the SLBE subconsulting goals, the District must determine that the prime consultant's efforts were those a prime consultant actively and aggressively seeking to meet the goals would have made. Efforts that are merely *pro forma* are not good faith efforts to meet the goals. Efforts which could not



reasonably be expected to produce a level of SLBE participation sufficient to meet the goals are not good faith efforts, even if they are sincerely motivated.

## 1. Good Faith Effort Criteria

A prime consultant's evidence of the following actions demonstrate the minimum good faith effort to meet the District's SLBE goal:

- 1) Contacting the District to identify SLBEs. This includes attending pre-proposal meetings to receive instruction on the District's SLBE program.
- 2) Contacting the San Francisco Human Rights Commission to identify SLBEs.
- 3) Publishing advertisements in at least two trade papers, where relevant or papers focusing on SLBEs, two weeks prior to qualification/proposal submittal, unless the District waives the requirement because trade papers do not exist or time limits imposed by the District do not permit that advertising.
- 4) Submitting request for qualifications/proposals to potential SLBEs with adequate specifications regarding the type of services and delivery schedule required to comply with the prime consultants solicitation. This level of effort must be sufficient to ensure that willing SLBEs, that perform services within the scope of the project, respond to the request. A sufficient effort includes:
  - i) Identifying with specificity units of work that SLBEs have the capacity to perform;
  - ii) Soliciting qualifications from ~~at least 50% of the~~ firms certified with the SFHRC in the professions and/or specialty required for the advertised project; in a number specified by the District
  - iii) Providing the scope of work and other documentation necessary for the targeted SLBEs to prepare a statement of qualifications.
- 5) Considering available SLBEs by contacting those willing and able to perform services within the scope of the project by:
  - i) Having documented follow-up contact with a majority of the SLBE firms solicited in accordance with the required level of SLBE contact.
  - ii) Directly negotiating with SLBE firms.
  - iii) Offering smaller portions of work or other assistance that could reasonably be expected to produce a level of SLBE participation sufficient to meet the goals.

Prime consultants should maximize the use of available resources and methods to solicit SLBE subconsultant participation. This will help ensure that subconsulting goals are met in the most cost-effective and timely manner possible.

Consultants who have not met the goals for SLBE participation must demonstrate in their proposal documents that they have used good faith efforts to utilize SLBE subconsultants. Upon submittal of a proposal, consultants who have not met the goal will submit a Good Faith Effort Report. On this Report, pursuant to requirements 1, 2 and 4, above, the consultants will list:

- The names of all SLBE firms contacted by the consultant to solicit their proposals.
- The name and title of the persons contacted.
- The date initial contact was made.
- The dates of all follow-up contacts.

The prime consultants will also identify specifically the portion of work for which a request for proposal or qualifications were issued, the dates that project documentation was made available to the SLBE, and the reason that the SLBE's qualifications or proposal was rejected, pursuant to requirement 5, above. Consultants will attach all documents certifying that the above five steps have been followed, including but not limited to, letters, facsimiles, telephone logs, copies of advertisements and other documents relating to their efforts to solicit SLBE participation.

## **2. Good Faith Effort Review**

If a consultant has not met the goals for SLBE participation, the District is to review the Good Faith Effort and make a recommendation whether the proposal should be accepted or rejected. The Compliance Officer will make a determination whether the consultant made a good faith effort to attain the goals. In addition to other actions in investigating the proposal, the Compliance Officer may contact the SLBE firms listed on the Good Faith Effort Report to verify the information provided by the consultant. When requested by the District, the consultant will also provide further documentation regarding its efforts to attain SLBE participation.

## **3. Appeals**

Whenever the Compliance Officer recommends rejection of a proposal that has not met the goals, the consultant may appeal that denial to the Chancellor or his/her designee. The Chancellor may also review the Compliance Officer's decision to award a contract based on good faith effort when the SLBE goal is not met. The Chancellor or his/her designee may overrule the Compliance Officer's decision to deny an award of a contract to a consultant who has not met the goals only if the Chancellor or designee determines that the consultant took the above steps in making a good

faith effort to solicit SLBE participation.

The decision of the Chancellor or his/her designee on the consultant's good faith effort shall be final.

## **X. TARGETED OUTREACH**

### ***A Annual SLBE Meeting***

An annual meeting will be held with the small local business community to inform them of contracting opportunities anticipated in the next year.

### ***B Public Notice of Contract Opportunities***

Notice of construction-related professional services request for proposals, request for qualifications, and construction request for bids will be provided by the District to SLBE consultants and subcontractors. These efforts will include:

- Solicitation notices and information distributed through targeted mailers, faxes and e-mails to SLBE firms;
- Solicitation notices and information provided at special outreach events;
- Solicitation notices and information published at the District's Contracting Web located at [www.ccsf.cc.ca.us](http://www.ccsf.cc.ca.us), and
- Personal contact with firms by District staff to offer general information about advertised and upcoming contracts.

In coordination with the Compliance Officer, the Office of Facilities Planning and Construction may provide special forums and targeted outreach activities tailored to the individual project.

On a regular basis, the District may distribute announcements on its Web site providing information on upcoming construction-related professional service and construction opportunities.

### ***C Pre-Proposal Meetings***

On selected large projects, the District will hold pre-proposal meetings to explain the process for proposing, the contract to be performed, and the provisions of the SLBE Program. Information on the SLBE program requirements shall be made available by the District to prospective proposers and subconsultants at the conference. Attendance at these pre-proposal meetings will be mandatory and count toward a consultant's good faith effort to meet the SLBE program goals.



## ***XI. PROPOSAL SUBMISSION***

Prime consultants must submit with their bids an Identification Listing for Prime consultants and Subconsultants form. This form will identify the particular SLBE firms to be utilized in performing the work, specifying for each, the dollar value of the participation, the types of work to be performed, and such information as may reasonably be required to determine the responsiveness of the proposal. This form will be available for public review.

Prime consultants must submit with the Proposal an Affidavit of Non-Disciplinary or Investigatory Action, attesting that no adverse action has been taken against them by the Equal Opportunity Commission, State of California Department of Fair Employment and Housing, or the U.S. Department of Labor Contract Compliance Program. If any action has been taken, the consultants must provide an explanation for any such actions, except where legal action is pending.

## ***XII. CONTRACT IMPLEMENTATION***

During the contract implementation phase, the Office of Facilities Planning and Construction is responsible for total contract oversight, with support and assistance from appropriate District offices.

## ***XIII. DISPUTE RESOLUTION PROCESS***

The District, at its sole discretion, may establish a process for resolving disputes that arise out of this program that occur during the post-award phase of construction-related professional service contracts.

## ***XIV. CONTRACT COMPLIANCE***

### ***A Assessing Participation***

The prime consultant is responsible for ensuring that those SLBEs committed to perform work under the consultant's contract perform a commercially useful function. Failure to fulfill this obligation will be considered a breach of the contract and damages may be assessed.

The prime consultant will be given credit toward the SLBE goals only when the SLBE performs a commercially useful function. The District will consider that a commercially useful function has been performed when a SLBE is responsible for the execution of a distinct element of the work by

actually performing, managing and supervising the work involved in accordance with normal industry practice, and when the firm receives due compensation as agreed upon for the work performed.

In order to perform a commercially useful function, SLBEs must manage the work they have contracted. This management must include scheduling work operations, ordering equipment and materials, preparing the submitted payrolls and all other required reports and forms, and hiring and firing employees, including supervisory employees. The SLBE must perform the work of the contract with its own workforce. A limited portion of the work may be subcontracted consistent with normal industry practice.

### ***B Monitoring Compliance***

Consultants must maintain the SLBE percentages indicated at the time the contract is awarded throughout the term of the contract. The only exception is when an amendment expands an area of work where a non-SLBE firm is currently providing services on a contract or reduces the scope of work committed to the SLBE. Where there has been an amendment adding a new requirement, the prime consultant must maintain the SLBE percentages indicated at the time the contract is awarded.

The District will monitor compliance with these requirements during the term of the contract. If there is cause to believe that a consultant or subconsultant has failed to comply with any of the requirements of this Program, or the contract provisions pertaining to local business enterprise utilization, the District will notify the consultant. The District may require such reports, information, and documentation from consultants, subconsultants and proposers as are reasonably necessary to determine compliance with the requirements.

Firms found to be in violation of these provisions may be subject to penalties described in section XVIII, below.

## ***XV. SUBCONSULTANT UTILIZATION***

Compliance, reporting, and tracking for construction-related professional services contracts requires the collection and maintenance of complete contract data. The Compliance Officer, working with the appropriate District Office, will maintain on a centralized database, information about the proposal process, award, and implementation, including amendments, actual payments, and subconsultant use. This information gathering is essential to the District's ability to monitor compliance and make improvements in the contracting process. Subconsultants whose scope of work has been reduced will be afforded an opportunity to review the modification with the District. The names of companies listed on the successful statement of qualifications and on successful

proposals will be posted.

### ***A Workforce Compliance***

Prior to being awarded a contract, each firm must submit to the District the following Equal Employment Opportunity Statement on the firm's letterhead:

\_\_\_\_\_, agrees that it shall not discriminate against any employee in the workplace or against any applicant for such employment because of race, religion, sex, color, or national origin, handicap, age, gender identification, or sexual orientation.

### ***XVI. SUBCONSULTANT SUBSTITUTION***

No substitution can be made of a listed subconsultant without the prior written approval of the District. The subconsultant will be notified in writing of a substitution. In the event a SLBE subconsultant is to be replaced, the consultant shall be required to make good faith efforts to replace the original SLBE firm with another SLBE firm. The procedures for reviewing the consultant's good faith efforts will be as set out above.

### ***XVII. PROMPT PAYMENT***

Consultants submitting invoices are to be paid within 30 days of submitting an approved invoice. ~~Subconsultants are to be paid by within 10 days after the District has paid the prime consultant for the subconsultant's services.~~ District expects prime consultants to pay subconsultants promptly. Failure may disqualify a consultant from future contracts.

### ***XVIII. ENFORCEMENT PENALTIES***

Legally enforceable penalties will be included in all contract specifications and contracts. During project compliance reviews, if consultants are found to be in non-conformance with program requirements, penalties will be imposed. These penalties may include the District's taking the following actions:

- 1) Declaring the consultant non-responsive and ineligible to receive the award of the contract;
- 2) Suspending the contract;



- 3) Withholding funds proportionate to the violation;
- 4) Rescinding the contract based upon a material breach of contract pertaining to SLBE utilization; or status; termination of contract.
- 5) Disqualifying a proposer, consultant, or other business from eligibility for providing goods or services to the District for a period not to exceed two years;
- 6) Disqualifying a business' status as a SLBE under the District's program.

## ***XIX. REPORTING AND TRACKING***

Information on the SLBE Program shall be reported to the Board of Trustees at least twice annually ~~monthly~~. ~~Data on individual businesses utilized on construction and construction-related professional services will be submitted to the Board of Trustees.~~ The District will request information on the ethnicity and gender of all businesses utilized on District contracts. This information will be used for tracking and information purposes.

## ***XX. BUSINESS SUPPORTIVE SERVICES***

~~Three different types of supportive services will be available to SLBEs. The services include General Business Assistance, Technical Assistance, and General Contracting Assistance.~~

~~The District's Small Business Development Center~~ The District will provide general business assistance information on where to go to obtain business start-up materials, license requirements, general business training and assistance, and financial assistance. The business assistance will be provided in cooperation with public and private agencies, ~~such as the Small Business Development Center~~, the Small Business Administration, construction and construction-related organizations, and through the District's course offerings and other public and private sources of business training and financing.

The District's Small Business Development Center will refer SLBE's to existing ~~The District will investigate providing technical assistance by offering a comprehensive non-credit training classes for SLBEs. The topics that would be covered in such classes include:~~

- ~~—starting and operating a business;~~
- ~~—reading plans and specifications;~~
- ~~—setting up and maintaining computerized accounting systems;~~
- ~~—writing a business plan;~~



- ~~obtaining financing and bonding;~~
- ~~selecting systems management software; and~~
- ~~preparing a technical proposal.~~
- ~~When feasible, making District staff available to contractors (via pre-bid meetings and other mechanisms) to answer project-specific technical questions.~~
- ~~Referring contractors to the Small Business Administration's loan and financing programs.~~

~~General contracting assistance with the contracting process is the other type of supportive service assistance the District will make available to SLBEs. To ensure contracting opportunities are available to all SLBEs, the District will follow specific public solicitation procedures. The procedures support the State public policy of open and competitive bidding.~~

## **XXI. STAFF TRAINING**

A comprehensive staff training program will be provided to all appropriate District personnel. The Program will be designed to ensure that all staff with construction and construction-related professional service contract procurement and management responsibilities are competent in contract administration, able to evaluate appropriate project size, and knowledgeable of the District programs aimed at encouraging diversity in contracting. This training will be included in the new employee orientation program.

## **XXII. PROGRAM REVISIONS**

The Chancellor or designee shall review proposed policy and program changes as well as the performance and outcomes of District contracting. The Chancellor in his/her discretion may establish an appropriate committee which may assist the Chancellor in these tasks. The committee may be composed of construction prime and subcontractors and construction-related professional services consultants.

## **XXIII. PROGRAM REVIEW**

This Program will be reviewed by the District in five years. Changes in the Program which are required to administer it more effectively may be made by the District at any time.

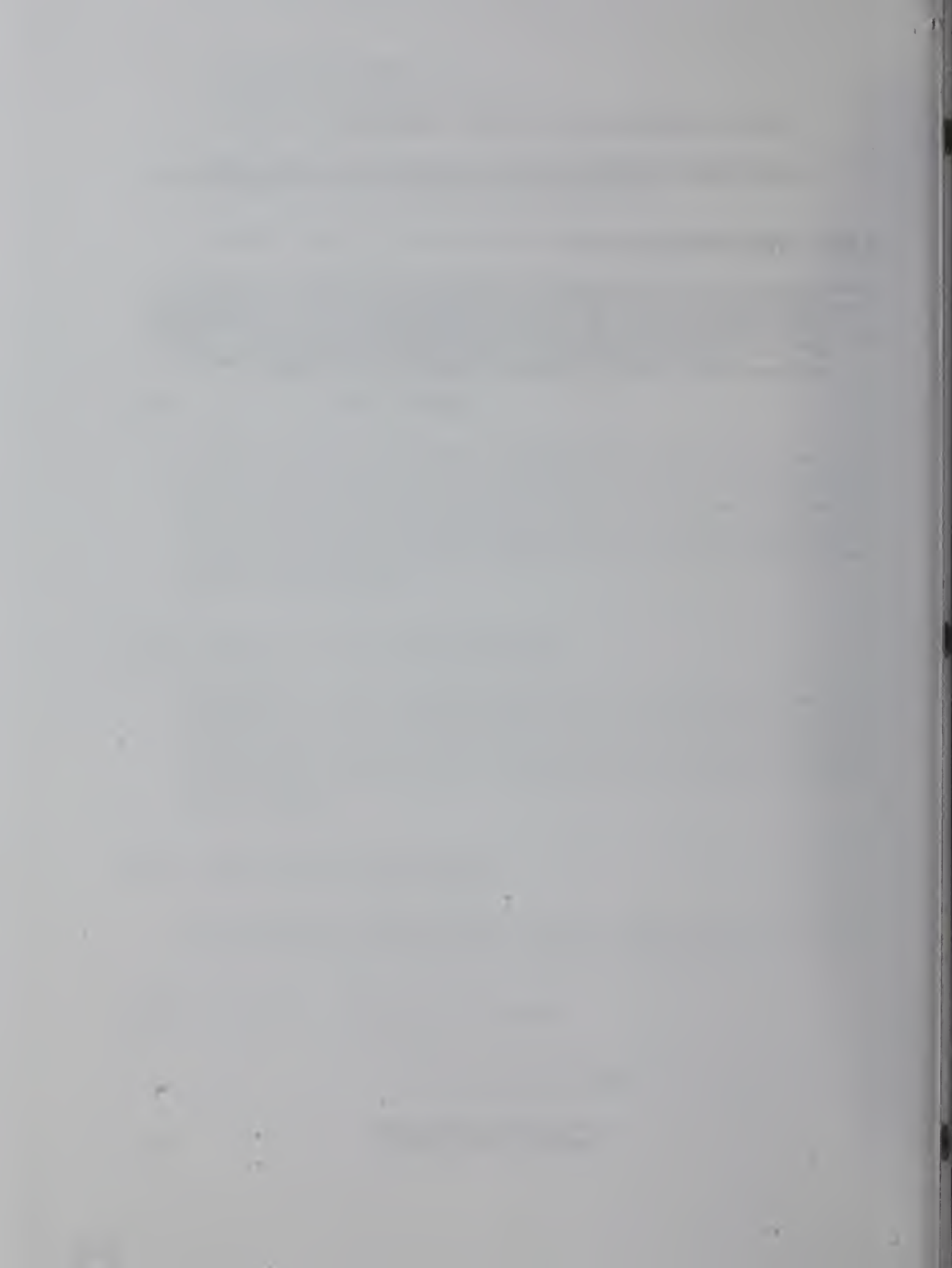
## **XXIV. RULES, REGULATIONS,**

## **REQUIREMENTS AND FORMS**

The District shall be authorized to issues rules, regulations, requirements, and forms.

### **XXV. SEVERABILITY**

The provisions of this Program are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section or portion of this Program, or the invalidity of the application thereof to any person or circumstances shall not affect the validity of the remainder of this Program, nor the validity of its application to other persons or circumstances.





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 28, 2001

**W1**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: REAL ESTATE**

**Authorization to exercise a three year lease option with the City and County of San Francisco, acting through its Public Utilities Commission, for the use of approximately 35,800 square feet at 1800 Oakdale for the operation of the City College Southeast Campus from July 1, 2001 through June 30, 2004**

**(Resolution No: 010628-W1)**

**BACKGROUND INFORMATION:**

By Board Resolution No. 971030-W1, the Board of Trustees authorized a lease with the City and County of San Francisco for the San Francisco Community College District to use approximately 35,800 square feet of space at 1800 Oakdale Avenue as the City College Southeast Campus. The authorized term of the lease was from January 1, 1998 through June 30, 2001 at a monthly rate starting January 1, 1998 at \$13,902. The lease called for a CPI increase each year and the rent currently is \$15,021.92.

The lease allows for an option to extend the term by 3 years upon request by the District with all current terms, covenants and conditions of the lease to be the same, including the method of CPI Base Rent adjustments.

**RECOMMENDATION:**

**RESOLVED:** That the Board of Trustees authorizes a three year Extension Option on the lease with the City and County of San Francisco, now acting through its Public Utilities Commission, for the use of approximately 35,800 square feet at 1800 Oakdale for the operation of the City College Southeast Campus from July 1, 2001 through June 30, 2004, and

**FURTHER BE IT RESOLVED:** That all current terms covenants and conditions of the lease are to be the same, including the method of CPI Base Rent adjustments, and

**BOARD OF TRUSTEES**

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DR. PHILIP R. DAY, JR., CHANCELLOR



Further Be It Resolved: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute such an Extension Option agreement on behalf of the San Francisco Community College District.

Stephen J. Herman, Originator



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 28, 2001

**FOR INFORMATION ONLY  
NO ACTION NECESSARY**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: CAPITAL OUTLAY  
Report on contracts under \$15,000,  
Office of Facilities Planning, City College of San Francisco  
(010628-FIO)**

## **BACKGROUND INFORMATION:**

This report is for information only as authorized by Resolution 000525-B5 regarding construction contracts that are no more than \$15,000, and to be reviewed by Board Trustees as required by the Education Code Section 81656.

1. **Finger & Moy Architects (Project Architect)** – Student Health Center Counseling Office Expansion project, contract total \$10,400, Block Grant for Special Maintenance and Repair fund. For consultant to provide architectural and engineering services for the interior renovation work.
2. **Pacific Auxiliary Fire Alarm Co., (Fire Alarm Installer)** – John Adams Main Building Fire Alarm Control Panel Replacement project, contract total \$4,856.32, Prop "A" General Obligation Bond fund 42052C-8811-6262-7100-HS. \$930 for additional labor and material for electrical wiring and installation; \$3,926.32 for labor and material for one additional pull station installation, wiring and testing.
3. **TMP Services, Inc., (ADA Metal Ramp Contractor)** – Bungalow 305 Classroom Health & Safety Renovation-ADA Ramp project, contract total \$2,825.06, Special Scheduled Maintenance and Repair Grant. For contractor to provide labor and material for installation of a new ADA complied metal ramp.
4. **MCSi AV Integration Services (Media Consultants/Systems Integrators)** – Visual Arts Room #114 Multi Media Electrical project, contract total \$9,980, Prop "A" General Obligation Bond 42093C-8070-6202-7100-ELEC. For consultant to provide engineering and installation of infrastructure wiring and audiovisual equipment rack for the multi-media integration for room 114.

Peter Goldstein, originator  
W/ David Liggett

06/28/01-FIO, Capital Outlay For Information Only, page 1

### **BOARD OF TRUSTEES**

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DR. PHILIP R. DAY, JR., CHANCELLOR



FOR INFORMATION ONLY

Honorable Board of Trustees of the  
San Francisco Community City College District

Subject: Report on contracts under \$50,000, Office of Contract Education,  
City College of San Francisco, June 2001

This report is for information only on contracts under \$50,000 that the Office of Contract Education negotiated or amended in June 2001.

- Bank of America – Contract total \$9,000, term May 1, 2001 to April 30, 2002, for providing a 40-hour pilot “Communicating with Confidence” class. Bank of America has the option to request additional courses for \$6,700 per class.
- Department of Public Works – Contract total \$15,360, term May 28, 2001 to December 31, 2001, for three Business Writing Classes of 24 hours each.

Originator: Judy Teng







# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 31, 2001

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: INFORMATIONAL REPORT  
NO ACTION NECESSARY  
Sabbatical Leaves – Fall '01  
Academic Employees**

## BACKGROUND INFORMATION:

The following academic employees have been granted sabbatical leaves for the Fall 2001 semester under the SFCCD/AFT Local 2121 Contract as indicated:

### FALL 2001 SABBATICAL AWARDS

#### 1 SEMESTER

##### FACULTY MEMBER

Joseph Estupinian  
Quince Gilbert  
Susan Jackson Collins  
Holly Money-Collins  
Joshua Law  
Joyce Owens  
Glen Simpson  
Cherie Wetzel

##### DEPARTMENT

Auto/Trade Skills  
Business  
Theatre Arts  
Environmental Horticulture & Floristry  
Music/Asian Studies  
EOPS  
ESL  
Biology

#### SPLIT 1<sup>ST</sup> HALF

##### FACULTY MEMBER

Mary Amsler  
Kenneth Beck  
Doris Chun  
Robert Dawson  
Sally Gati  
Lynn Levy  
Nick Maffei  
Leo Paz

##### DEPARTMENT

English  
ESL  
Foreign Languages/Asian Studies  
ESL  
ESL  
ESL  
Business  
Philippine Studies

06/28/01 – FYI page 1

#### BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR

Robin Roth  
Judy Winn-Bell Olsen

Health Science  
ESL

**1 YEAR F01-SP02**  
**FACULTY MEMBER**

Marie Conde  
Grace Hom  
Karl Smith

**DEPARTMENT**  
Health Care Tech.  
Counseling  
Nursing

**SPLIT 2<sup>ND</sup> HALF**  
**FACULTY MEMBER**

Robert Clark  
Robert Irwin

**DEPARTMENT**  
Counseling  
ESL

**1 YEAR CONTINUED F01**  
**FACULTY MEMBER**

Barbara Cabral  
Marcia Chan  
Sue Evans  
Big-Qu Seeto

**DEPARTMENT**  
IDST  
ESL  
Behavioral Science  
ESL

**Total Fall 2001 Sabbatical Awards: 27**

INFORMATION REPORT  
NO ACTION NECESSARY

**DATE:** 06/28/01  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: Chancellor's Report  
Academic Employees  
Acceptance of Resignation  
with the Intent to Retire  
( 010628 – RPT)**

The following academic employees have submitted, and the Chancellor has accepted, their resignations pursuant to Governing Board Resolution No. 910228-S7.

<u>NAME</u>	<u>STATUS</u>	<u>DEPARTMENT</u>	<u>CAMPUS</u>	<u>EFFECTIVE COB DATE</u>
Cahn, Mitzi	Full-time	ESL	Downtown	05/25/01
Cartan, Pilar	Full-time	ESL	Phelan	05/25/01
Gladstone, Theodore	Full-time	Trade/Ind.	Evans	05/25/01
Nixon, Paul	Full-time	ESL	John Adams	05/25/01
Roberti, Ann	Full-time	Library	Phelan	05/25/01

The following part-time academic employees have notified us of their intention to resign, and the Chancellor has accepted, their resignations pursuant to Governing Board Resolution No. 910228-S7.

<u>NAME</u>	<u>STATUS</u>	<u>DEPARTMENT</u>	<u>CAMPUS</u>	<u>EFFECTIVE COB DATE</u>
Dominguez, Robert	Part-time	ESL	Mission	05/25/01
Tyau, Gaylore	Part-time	Business	Phelan	06/30/01

Originator: Clara Starr





INFORMATION REPORT  
NO ACTION NECESSARY

**DATE:** 06/28/01

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject:** Chancellor's Report  
Academic Employees  
Acceptance of Resignation  
(010628 – RPT)

The following academic employees have submitted, and the Chancellor has accepted, their resignations pursuant to Governing Board Resolution No. 910228-S7.

<u>NAME</u>	<u>STATUS</u>	<u>DEPARTMENT</u>	<u>CAMPUS</u>	<u>EFFECTIVE COB DATE</u>
Farquhar, Jennifer	Full-time	Library	John Adams	05/25/01

Originator: Clara Starr

Page 1 of 1





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

## FOR YOUR INFORMATION ONLY NO ACTION NECESSARY

**S6**

**DATE:** June 22, 2000  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: Special**

Adjourning the regular monthly meeting in July, each year to the regular monthly meeting of the following August meeting and authorizing the Chancellor or his designee to take action subject to Board ratification or approval; authorizing the Chancellor to publish a schedule of regular monthly meetings for the fiscal year.

(Resolution No. 000622-S6)

**BACKGROUND INFORMATION:**

While Education Code Section 72000 (c) (4) prescribes a schedule for regular monthly meetings of a board of trustees of a community college district, Government Code Section 54955 provides that the legislative body of a local agency may adjourn any regular meeting to a specified time and place. It is recommended that the regular July meeting, beginning with July, 2000 and thereafter, be adjourned to the time and place of the following regular August meeting. However, in order to provide for the uninterrupted operation of the District during the period from the June meeting to the August meeting, it is further recommended that the Board authorize the Chancellor or his designee to take any and all action necessary for the operation and conduct of the San Francisco Community College District in accordance with Education Code Sections 70902(d), 81655, and other applicable provisions of law and regulation.

This resolution also formally authorizes the Chancellor to publish the schedule of regular Board meetings for the forthcoming fiscal year at the beginning of such time period.



**RECOMMENDATION:**

RESOLVED: That the Board of Trustees of the San Francisco Community College District, beginning with the July, 2000 regular meeting, hereby authorizes the adjournment of the regular monthly meeting of July to the following regular August meeting; and

FURTHER BE IT RESOLVED: That where such adjournment does not take place, the District shall publish the meeting date as promptly as possible to ensure that members of the public and college community are fully informed as to the specific date, place and time of such meeting; and

FURTHER BE IT RESOLVED: That the Chancellor or his designee be authorized to take any and all action necessary for the operation and conduct of the San Francisco Community College District during the time between the regular June and August Board meetings, subject to ratification or approval by the Board of Trustees as required by law, at its next regular meeting; and

FURTHER BE IT RESOLVED: That the Chancellor or his designee be authorized to publish at or near the beginning of each fiscal year, with appropriate amendments and/or revisions thereafter, a schedule of the regular Board meetings for that fiscal year.

Ronald Lee, Originator

# **CHANCELLOR'S MONTHLY REPORT**

**June, 2001**

DOCUMENTS DEPT.

JUN 26 2001

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PUBLIC LIBRARY

CHANGES

MONTHLY

REPORT

1000



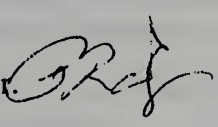
# OFFICE OF THE CHANCELLOR

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3303 • FAX 415. 239.3918

## MEMORANDUM

**DATE:** June 28, 2001

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr.   
Chancellor

**SUBJECT:** Chancellor's Monthly Report – June, 2001

This has been a busy month, as the activities listed below reflect. I will provide an oral review and report at the time of our Board meeting, given the demands of my current schedule.

The following represents my activities for the rest of the month:

- 1) Met with Dean Hunnicutt, Laura Sahtilla, and Laura Reynolds of Cisco Corporation to discuss Cisco's future relationship to the college.
- 2) Together with Trustee Berg, met with Mayor Brown and Steve Kawa regarding our Local Bond Initiative.
- 3) Met with the City's Capital Improvement Advisory Committee to present the plan for our Local Bond and received their unanimous support.
- 4) Met with Trent Rhorer, new Executive Director of the Department of Human Services and Phyllis McGuire regarding Workforce Development and the One-Stop Center.
- 5) Met with Frances Lee, Phyllis McGuire, Suzanne Korey, and Kitty Moriwaki regarding DACUM.
- 6) Attended a meeting of the Workforce Investment Board Executive Committee, of which I'm a member.
- 7) Chaired the meeting of the College Diversity Committee and discussed current plans and projects.

### BOARD OF TRUSTEES

DR. NATALIE BERG, PRESIDENT • RODEL E. RODIS, VICE PRESIDENT • JOHNNIE L. CARTER, JR.  
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DR. PHILIP R. DAY, JR., CHANCELLOR



- 8) Met with Bill Liskamm, CCSF consulting architect, to discuss follow-up plans for the Balboa, Ingleside, and Ocean Avenue projects.
- 9) Met with members of the Planning and Budgeting Council to discuss the status of the budget, end of year assessments, and the Educational Master Plan.
- 10) Together with Phyllis McGuire, met with Walter Johnson, Secretary-Treasurer of the San Francisco Labor Council to discuss information regarding the college's Local Bond.
- 11) Met with Rick Cantora, new president of the Associated Students to discuss future plans and activities.
- 12) Met with John Ehrlich, Executive Director of the Combined Charities (United Way) Campaign to discuss ways in which City College could be more actively involved.
- 13) Met with Richard Goldman, President of Goldman Insurance, to discuss the college's Foundation, its needs, and future plans.
- 14) Met with Chris Hanzo and Rosemary Brinson on labor-management issues affecting various academic departments.
- 15) Met with Clint Reilly and his assistant regarding the college's future plans with the Local Bond.
- 16) Together with Dr. Kathleen Alioto, met with Michael Graves, a notable architect who visited the college and discussed our future facilities plans.
- 17) Attended a meeting of the Budget Change Proposal (BCP) Task Force in Sacramento.
- 18) Attended a meeting of the San Francisco Organizing Project held at Corpus Christi Church in the Excelsior District.
- 19) Met with Mr. Don Fisher of GAP Corporation, regarding the college's future plans.
- 20) Met with Will Weinstein, President of GMGF Financial Investment Corporation, regarding the college's Foundation and future plans.
- 21) Attended a meeting of the First Source Hiring Administration, of which I am a member.

- 22) Met with Don Griffin, Carl Jew, and architects to review updated plans for the Science Transfer Center.
- 23) Conducted an orientation session for new trustee Johnnie Carter, Jr.
- 24) Together with Trustees Natalie Berg and Rodel Rodis, met with Supervisor Jake McGoldrick regarding our Bond Issues.
- 25) Met with Amanda Feinstein of the Department of Human Services to discuss workforce development.
- 26) Met with Frances Lee, Steve Hale, and Brian Ellison regarding Early Tenure, Tenure Review and Tenure Portfolio.
- 27) Attended the retirement dinner for Vester Flanagan, Director of Operations.
- 28) Met with leadership of Local 790 to discuss campus issues and plans.
- 29) Met with Roberta Achtenberg of the San Francisco Chamber of Commerce regarding the college's future plans.
- 30) With Dr. Kathleen Alioto, met with Warren Hellman, Chair of the San Francisco Foundation, regarding fund raising strategies.
- 31) Met with leadership of AFT 2121 to discuss labor/management issues.

If you have any questions on any of the above, please don't hesitate to contact me directly.

PRDJ:jcd

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is crucial for the company's financial health and for providing reliable information to stakeholders.

2. The second part outlines the procedures for handling customer inquiries and complaints. It states that all inquiries should be addressed promptly and professionally, and that any complaints should be investigated thoroughly and resolved as quickly as possible.

3. The third part describes the process for managing inventory and stock levels. It notes that regular audits should be conducted to ensure that inventory is accurately tracked and that stock levels are maintained at optimal levels.

4. The fourth part discusses the company's commitment to environmental sustainability. It mentions that the company aims to reduce its carbon footprint and to use sustainable materials in its products and packaging.

5. The fifth part outlines the company's policy on employee safety and health. It states that all employees should be provided with a safe and healthy work environment, and that appropriate safety measures should be taken to prevent accidents and injuries.

6. The sixth part describes the company's approach to marketing and sales. It notes that the company uses a variety of marketing channels to reach its target audience, and that sales are tracked and analyzed regularly to identify trends and opportunities.

7. The seventh part discusses the company's financial performance and its outlook for the future. It mentions that the company has achieved significant growth in recent years, and that it expects continued growth in the coming years.

8. The eighth part outlines the company's governance structure and its commitment to transparency. It states that the company follows a set of principles and guidelines for corporate governance, and that it provides regular reports to its shareholders and other stakeholders.

9. The ninth part describes the company's approach to research and development. It notes that the company invests in research and development to develop new products and services, and that it collaborates with academic institutions and other organizations in the field.

10. The tenth part discusses the company's social responsibility initiatives. It mentions that the company is committed to supporting the community and to promoting social justice, and that it has implemented various initiatives to achieve these goals.

2









